



COVID-19  
RESPONSE

# Modified Operations Recommendations for Public Assembly Spaces

## About this guide

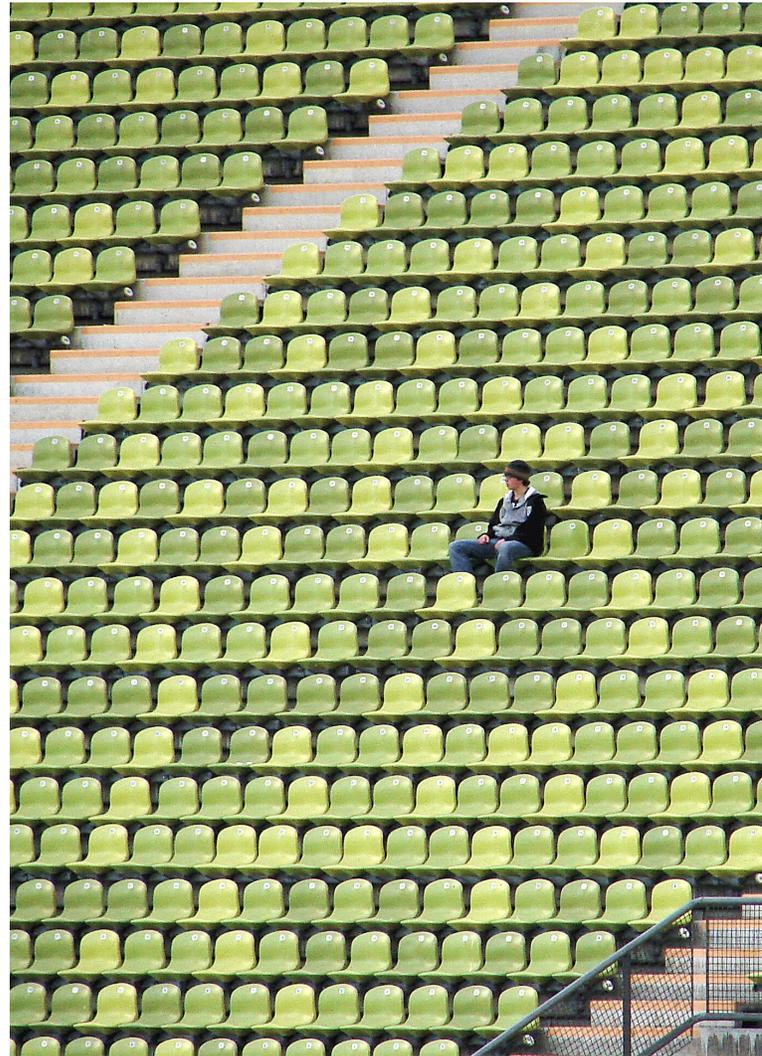
Your local power company and TVA EnergyRight have partnered to provide the enclosed modified operations recommendations in response to the COVID-19 situation impacting companies across the Valley.

We know public assembly spaces, such as auditoriums, banquet halls, sports venues, arcades, public plazas, lecture halls, stadiums, museums, conference venues, and food courts, are facing unique challenges during this difficult time, and may be asking how to handle facilities and equipment in a way that ensures safety, health and efficiency during a temporary closure.

In the following pages, you will find answers broken down by space and equipment type.

The TVA EnergyRight team empathizes with you during this challenging period and we thank you for doing your part to flatten the curve and keep your staff and customers safe. We hope you find this guide useful and we are here to assist if you have any questions.

Sincerely,  
TVA EnergyRight



## About TVA EnergyRight<sup>®</sup>

EnergyRight for Business & Industry partners with your local power company to provide energy management advice and resources, and to offer incentives to offset some of the costs associated with smart energy technology upgrades.

**Visit [EnergyRight.com](https://www.energyright.com) to find out more.**

## Health, safety and sanitizing procedures

A priority during this time of uncertainty is making sure your establishment is healthy and safe for anyone that may need to be on-site. Follow these tips to protect all visitors and staff:

- Ensure emergency and security systems are operating as intended
- Clean frequently and disinfect all high-touch surfaces, such as tables, chairs, countertops, door handles, light switches and sink handles
- Provide disposable wipes to anyone entering your facility to wipe down surfaces before and after use
- Provide personnel with alcohol-based hand sanitizers containing at least 60% alcohol for decontamination
- Install hand sanitizer stands near entrances
- Provide Personal Protective Equipment, such as gloves and masks, to personnel
- Maintain appropriate thermal conditions and indoor air quality

## Reducing person-to-person contact

- Limit occupancy
- Provide guidance, such as floor-markings with tape, to encourage visitors to maintain six feet of separation
- Consider installing physical barriers (e.g., clear plastic sneeze guards) if employees must interact face-to-face with visitors
- Consider using online media platforms to share programming (e.g. YouTube, Zoom, Skype, etc.)



Find more  
information at  
[cdc.gov](https://www.cdc.gov)

### CLEANING TIPS TO KEEP IN MIND

- Continue routine cleaning and disinfecting
- Make sure you are using products safely
- Dispose of waste properly
- Clean AC vents and units

## Recommendations for closed venues

If you have closed your venue during COVID-19, there are steps you can take to maintain a safe environment, save energy and prevent damage to systems.

### Spaces

#### GENERAL

- Turn off all non-essential interior and exterior lighting
- Leave security lighting on
- Close all windows, doors and blinds
- Turn off or unplug production equipment when not in use (e.g., audio, visual, lighting)
- Turn off or unplug unnecessary electrical equipment, such as:
  - Cash registers, computers and payment machines
  - Televisions, cable boxes and other media players
  - Lamps, signs and decoration
  - Computers, monitors, printers and scanners
- Turn off, unplug or de-energize non-essential facility equipment, such as:
  - Water fountains
  - Bathroom exhaust fans
- Shut-off leaky faucets, urinals or commodes and tag for repair

#### KITCHENS, CONCESSIONS AND BREAK ROOMS

- Empty, defrost and unplug non-essential refrigerators, ice machines and freezers
- Turn off or unplug unnecessary cooking equipment (e.g., ovens, fryers, stovetops)
- Unplug small kitchen appliances (e.g. blenders, coffee machines, toasters)
- Leave dishwashers slightly ajar to prevent growth of mold and mildew
- Drain oil from fryers
- Turn off exhaust hoods



## Equipment

### HVAC AND CONTROLS

- Set building automation system to unoccupied, if applicable
- Set thermostats to unoccupied setpoints (IECC 2015 suggests 55°F heating / 85°F cooling)
- Set HVAC fans to "Auto" mode (ensure fans are not short cycling)
- Set HVAC to maintain relative humidity below 60%
- Close outside air dampers to minimum allowable position
- VAV Systems
  - Set supply dampers to minimum allowable position
  - Adjust supply fan to minimum speed to reduce static pressure
  - Increase supply air temperature (cooling)
- Disable energy recovery ventilation wheels
- Consider increasing MERV rating of central air filtration and utilizing portable room air cleaners with HEPA filters
- Ensure exterior or occupant infrared heating is set to off, not thermostat controlled
- Maintain adequate indoor conditions to preserve thermally sensitive assets (e.g., museum art work), if applicable

### HOT WATER HEATERS

- Turn to lowest temperature setting
- Turn off booster water heaters
- Inspect insulation around tank and distribution piping to ensure it is intact and undamaged



## FIGHT FUTURE VIRUSES

Consider installing ultraviolet germicidal irradiation (UVGI) in your buildings to better protect staff and customers from airborne diseases. UVGI reduces airborne biological contaminants, including coronaviruses. Incentives available now through your local power company and TVA EnergyRight.

Visit [EnergyRight.com](https://www.energyright.com) for more info.