COVID-19 Health and Safety Information for Meetings and Events

Welcome (back) to the EBC!

We are happy to have the opportunity to host you and want you to know that the health and safety of both our guests and employees is of paramount importance to us as we move forward in these challenging times. In the spirit of *Ut Prosim* (That I May Serve), we continue to support our guests by providing an experience where care and concern for others is demonstrated through our warm hospitality. We will continue in these efforts while following the guidance provided by the CDC and the Virginia Department of Health to create and maintain a safe meeting environment for you, your guests, and our employees alike. In doing so, we have committed to certain measures outlined below and ask those using our facility to return that commitment as we continue to take care of each other.

Our commitment to you:

- Cleaning measures have been enhanced throughout the facility with an added focus on high-touch points.
- For everyone’s protection, face coverings/masks are required to be worn at all times throughout the building. With that, all event & building staff will be wearing masks properly (covering both nose and mouth) and will utilize gloves as needed.
- Hand sanitizer will be readily available for your meeting attendees and our restrooms have been updated to include automatic soap dispensers.
- Room sets will be distanced appropriately to allow for 6ft between all seated guests and presenters.
- Rooms will be disinfected prior to your arrival (furniture and technology), and we will periodically wipe down common areas (outside of your meeting room) as needed throughout your reservation.
- We will make sure you have access to a disinfectant should anyone from your group wish to utilize it inside the meeting room during your reservation time (i.e. personal workspace, lecterns, shared equipment, etc.).
- When coordinated in advance, EBC staff will assist with the transition of speakers/presenters to include disinfecting lecterns and a/v equipment.
- HVAC systems in the building have been adjusted to maximize the introduction of fresh air into the building, and the filters being used are the most efficient (Merv 13) for our facility per the CDC and the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).
- Signage will be in place throughout the facility reminding guests of safety practices.

What we ask of your guests and attendees:
- Stay home if you’ve had a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the 14 days prior to the meeting/event.
- All attendees should bring a mask, which must be worn properly at all times while in the facility and throughout your meeting. The only exception is while you are actively eating. Once finished with your meal/snack, the mask must be put back on properly.
- Maintain 6ft physical distance between individuals while seated, standing, or moving about the facility.
- Adhere to room setup/configuration and refrain from moving any tables or chairs.

What we ask of our clients:
- Communicate the expectations above to your meeting/event attendees in advance of your meeting date and be sure they understand and accept their individual responsibilities while in our facility.
- Designate an onsite point of contact (POC) who understands the facility expectations and is comfortable communicating them to your meeting attendees.
- Plan to have extra masks on hand should any of your attendees forget theirs.
- Assess your meeting plans and minimize the need for multiple people to touch common objects throughout your event. Some suggestions include:
  o Collect presentations prior to your meeting date and load them onto a common laptop from which one facilitator can advance slides for all presenters.
  o Email meeting materials (i.e. agendas, etc.) in advance so attendees can print on their own or download them to their personal device. Include your agenda on an opening slide that can also be referenced during breaks.
- POC should plan to take attendance, to include names and contact information, to aid contract tracing should it be necessary.
- Communicate with EBC staff should any questions or concerns arise before and/or during your meeting/event so we can work with you to find an agreeable solution.