

# THE ESSENTIAL SIX

## SIX STEPS FOR A SAFE AND SECURE EVENT



### GUEST AND STAFF HEALTH

TCMA's first priority is the health and safety of our guests and staff. We comply with Federal, State and Local guidelines.

- Physical distancing measures and signage are in place throughout the Ronald Reagan Building and International Trade Center (RRBITC); event space layouts/configurations ensure appropriate physical distancing.
- Hand sanitizer stations are available throughout the building and within event spaces.
- If a guest becomes ill while at an event, TCMA will follow established protocols.
- Our team members have been trained on safety, sanitation, and hygiene protocols.
- TCMA staff are required to wear appropriate personal protective equipment (PPE).



### BUILDING SAFETY

Protocols for safety and health checks, cleaning, and management of public spaces have been implemented.

- Enhanced cleaning and disinfecting policies are in place throughout the building and event spaces. All cleaning supplies meet EPA guidelines and are approved for use against viruses, bacteria and other airborne pathogens.
- The frequency of cleaning and sanitizing has been increased in all public areas of the building with an emphasis on frequent contact surfaces.
- Building protocols are clearly communicated with signage and other visual cues.
- The frequency of air filter replacement and HVAC system cleaning has been increased and fresh air exchange maximized.



### EVENT SPACE READINESS

Pre-event inspections and checklists are provided to clients.

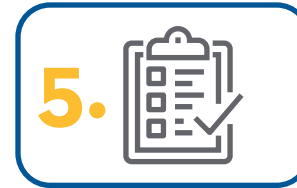
- Event spaces are cleaned and sanitized prior to client(s) arrival. Cleaning regimens are coordinated with each client to ensure the meeting space remains clean.
- Equipment including but not limited to tables, chairs, podiums, staging, and linens are cleaned and sanitized prior to each use.
- Each meeting space entry point will display a notice detailing when the room was sanitized and the products used.
- Capacity of event spaces and trade show floors are reduced to allow for distancing between participants.



### EVENT FLOW

TCMA Event Planning Managers work with clients to create a meeting flow and design that adheres to proper distancing and safety guidelines.

- Events are designed to meet Federal, State and Local requirements on proper physical distancing and safety guidelines.
- Areas where guests queue will be clearly marked for physical distancing.
- TCMA Staff will assist in guest movement and flow to ensure physical distancing protocols are followed.
- Signage will be placed to remind attendees to adhere to proper physical distancing, hygiene and event etiquette.
- Technology solutions are available to create hybrid events and accommodate LiveStreaming.
- TCMA offers consultative solutions for meeting planning and design.



### ATTENDEE EXPERIENCE AND CLIENT RESPONSIBILITIES

Instilling confidence in guests is important to event success.

- Signage will be placed at building entrances to effectively navigate guests to meeting spaces.
- Signage reminding guests of measures to lower risk and prevent spread of viruses (not shaking hands, practicing social distancing, and proper hygiene).
- A "Here's What to Expect When Attending an Event at the Ronald Reagan Building and International Trade Center" will be provided to clients for distribution to attendees prior to each event.
- Within the RRBITC clients, attendees and outside vendors shall comply with TCMA protocols for use of PPE, physical distancing, hygiene and sanitation practices.
- Clients must advise their attendees and vendors to adhere to TCMA policies.



### FOOD AND BEVERAGE

Innovations in food and beverage offerings and service options will prevail.

- TCMA complies with the Food and Drug Administration guidelines for food and beverage safety, preparation and service.
- All service equipment including but not limited to tables, chairs, beverage stations, trays and tray stands are sanitized at regular intervals.
- No contact/low contact food and beverage options are available.
- Buffets and food stations can be replaced with plated meals or attendant service.
- TCMA may set up controlled food service environment for client/attendee use.