

MEETING PLANNER COVID-19 PROTOCOLS AND GUIDELINES*(As of January 1st 2021)***ATTENDEE PROTOCOL:**

- Each meeting planner is to ensure that all attendees have a temperature check and verbal health screening once per day, prior to the start of the meeting. Hotel can provide this service, with notice at a fee of \$250.00 per attendant for 2 hours of service.
- Verbal health screening questions to include:
 - Do you have a fever, a new cough, shortness of breath, sore throat, loss of smell and or muscle aches?
 - Have you experienced vomiting or diarrhea?
 - Have you been in contact with someone who has tested positive for COVID-19 or someone who has symptoms of COVID-19?
 - Have been tested for COVID-19 within the last 14 days? If YES was the test result positive for COVID-19?
 - Group will be responsible to submit daily registration lists of all attendees and their contact information for contact tracing.
- Guests are required to socially distance and maintain 6 feet distance.
- All guests are required to wear face covering (except when seated at the table for meals only), throughout their event including the meeting room and all public spaces of the hotel.

GUESTS ARRIVAL:

- Meeting planners are asked to send correspondence to attendees prior to their arrival so they are aware of safety processes and requirements that will be in place.
- All guests should arrive through the automated, touchless doors on the front drive.
- All parking is designated self-parking only. Valet is not available
- Guests are encouraged to utilize the World of Hyatt (WOH) app for electronic check-in and mobile entry into guest rooms. Guest must sign up for the WOH program to use this service. There is no charge for this program.
- Please note no more than four guests per elevator car.
- Guest rooms will be refreshed every three days. Additional amenities will be delivered on demand.

MEETING ROOM:

- Guests must have designated/assigned seating in meeting rooms, for each day.
- When a meeting is completed for the day, guests should not leave material in or around the meeting room or their designated table. All items will be discarded.
- All food and beverage service that requires food stations will require an attendant(s).

- Self-service water stations in meeting rooms will not be provided. However, bottled water (self-service) may be used inside the room for water stations at a reduced price.
- Touchless water dispensers have been installed in public areas outside restrooms, guests are encouraged to use their own water vessels, and meeting planners can consider providing water vessels as part of their registration package.
- Hotel will not preset pens, pads or candies on meeting room tables.
- Hotel will sanitize the room, at the end of each meeting.

FOOD AND BEVERAGE:

FOR ATTENDEES:

- Currently we have Market One available serving “to-go” style breakfast, lunch and dinner.
- There is a bar code menu in each guest room for guest to call down.
- All orders must be picked up by the guests from Market One.

FOR GROUP EVENTS:

- Currently group menus has a variety of options:
 - “TO – GO” style buffet options for Breakfast, Lunch and Breaks
 - Plated style Breakfast, Lunch and Dinner
 - Reception menus also available utilizing creative individual items that are covered at each station.

These guidelines are subject to state and federal mandates and may be updated accordingly.