



NCHC 2020 CONFERENCE COVID-19 SAFETY GUIDELINES

Our aim is to be sensitive and loving to all who attend keeping everyone's health and safety as top priority.

- All attendees will sign a waiver of acknowledgement prior to the conference.
- Everyone will receive a welcome bag with personal hand sanitizer, tissues, and facemask.
- Facemasks and social distancing will be based on each individual's level of comfort.
- Each attendee will have a name tag with a different color ribbon.
Red - please maintain a social distance of 6 feet away around me
Yellow - please do not come too close, no hugs please
Green - no social distance requested
Unsure? You can change your ribbon color at any time!
- Each attendee's temperature will be taken and recorded upon arrival.
- Each morning, each guest will check in for the day at the registration table to have their temperature taken and recorded. Any guest with a temperature higher than 100.3 or experiencing any symptoms of COVID will be asked to stay in their room.
- Seating for the workshops will be reasonably spaced.
- The following are the guideline of our host hotel:

HOTEL COVID-19 SAFETY GUIDELINES

As our world adjusts to new travel and meeting norms, we are also making changes.

As you know, the guidelines given to us by the CDC and the Governor of Iowa are updated frequently. We are monitoring these and adjusting accordingly. Listed below are some of the procedures we currently have in place. Some of them may change, be enhanced or even be eliminated by the time of your event, but please know that **we are doing everything possible to meet your expectations and to provide a safe / clean experience for you while you are here.**

Guest Rooms

- Cleaned and sanitized according to IHG COVID-19 directives.
- Housekeepers won't enter guest rooms to provide service until check-out unless specifically requested. Extra amenities requested will be brought to the door.
- All non-essential items removed from rooms (i.e. pens/pads of paper).
- Guest room keys are sanitized before they are given to guests.

Public Space

- Protective glass barrier between staff and guests at check-in at the Hotel front desk.
- Public restrooms regularly cleaned and sanitized based on frequency of use.
- 20 touchless standing hand sanitizer stations have been added. Located & readily available in high traffic areas.
- Social distancing signs in public space.
- Cleaning & sanitizing of all frequently touched areas, such as front desk, elevators, coffee stations, doorknobs, stair railings, public seating, etc. at regular intervals.

Hotel Employees

- Reminding them to stay home if sick.
- Reminding frequent hand washing.
- Providing masks and gloves for those departments who are not 'back of the house.'
- IHG 'Way of Clean- COVID-19' training for all pertinent personnel