

# Safer & Secure Events



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| WWW.RRBITC.COM

# THE ESSENTIAL SIX

## SIX STEPS FOR A SAFER 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.

- Distancing measures when appropriate and signage are in place, throughout the Ronald Reagan Building and International Trade Center (RRB/ITC); event space layouts/configurations comply with current guidelines.
- 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.
- HVAC system filters have been upgraded to MERV-13. 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.

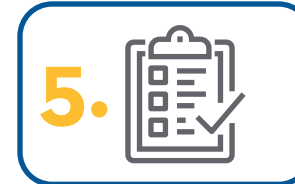
- Event spaces are cleaned and sanitized prior to client(s) arrival. Cleaning regimens are coordinated with each client to ensure the meeting space remains clean.
- Equipment including but not limited to tables, chairs, podiums, staging, and linens are cleaned and sanitized prior to each use.
- Each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



### EVENT FLOW

TCMA Event Planning Managers work with clients to create a meeting flow and design to follow safety guidelines.

- Events are designed to meet Federal, State and Local requirements and proper safety guidelines.
- Areas where guests queue will be clearly marked for appropriate distancing.
- TCMA Staff will assist in guest movement and flow to ensure meeting protocols are followed.
- Signage will be placed to remind attendees to adhere to proper 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.

- A TCMA Safety Ambassador is available to ensure that safe practices are carried out through the on-site portion your meeting.
- 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, distancing, and proper hygiene).
- A "Safer & Secure Events at RRB/ITC" Overview Guide will be provided to clients for distribution to attendees prior to each event.
- Within the RRB/ITC clients, attendees and outside vendors shall comply with TCMA protocols for use of PPE, 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.
- Food and beverage stations have been updated with acrylic barriers and attendant service.
- Prepackaged, grab-n-go and plated meal options have been added to our menus.

CONTACT US AT [EVENTS@RRBITC.COM](mailto:EVENTS@RRBITC.COM) TO LEARN MORE.



# SAFER & SECURE EVENTS

RONALD REAGAN BUILDING AND INTERNATIONAL TRADE CENTER

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## How do you feel?

If you have tested positive for COVID-19, have possibly been exposed to the virus, or feel sick in any way, please stay home. When in doubt, sit this one out!



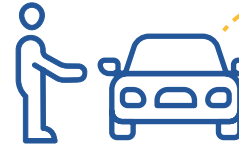
## Be in the know.

Check Washington, DC's coronavirus information for current, city updates: [coronavirus.dc.gov](https://coronavirus.dc.gov)



## Safety first.

Security screenings are required to enter the building.



## Do you need a face mask?

Masks are not required if you have been fully vaccinated. If you have not been fully vaccinated, a mask is required to enter the Building and for attending events. If you need a mask, just ask!



## Feeling ill?

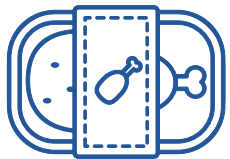
If you become ill or begin to display symptoms of COVID-19 during the event you are attending, please alert your group's event planner or a TCMA representative right away.

We'll make sure you are comfortable until you can be safely picked up from the building.



## Scrub up!

Hand sanitizers are located at all entry/exit points and in the special event spaces. Healthy hygiene helps prevent the spread of germs.



## Let's eat!

Our culinary team has new protocols and innovative tools in place to promote low-to-no contact food and beverage service.



## Keys to cleanliness.

Public and high touch areas—restrooms, door handles, elevators, railings,

etc.—are cleaned and sanitized frequently each day. Special event spaces are sanitized before each event starts.



## We're doing our part!

Our event team members wear masks and gloves when servicing all events to provide a safer environment for your event.



## Working together...

Signage is placed throughout the building with current guidelines.



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# EVENTS EXPERTISE

SAFER AND SECURE EVENTS AT RRB/ITC

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Following our  
Essential Six Guide  
our seasoned staff has  
experience in hosting live  
and hybrid events in a  
responsible way.

## CERTIFIED VIRTUAL EVENT PLANNERS

All TCMA Event Planning team members have completed a six-week certification course for virtual events and meeting management from the Event Leadership Institute.



## COURSES AND CERTIFICATIONS

TCMA's first priority is the health and safety of our guests and staff. In order to effectively execute safer and secure events, our team continues to attend webinars, courses and trainings to stay up-to-date on the latest health guidelines and industry best practices. A sampling of completed courses includes:

- CVENT's Virtual Events Landscape and Pandemic Compliance Advisor Certification
- CVENT's Event Diagramming Training
- CVENT's Supplier Network Certification
- HR Web Advisor's Covid-19 Training for Employees: Healthy Workspaces Certification
- Johns Hopkins University's Contract Tracing Certification
- ServSafe Food Service Certification

CERTIFICATE



## SAFETY AMBASSADOR

A TCMA Safety Ambassador is available to ensure that safe practices are maintained during the on-site portion of meetings and events. With current knowledge of safety regulations and guidelines, the Ambassador will act as a liaison between TCMA staff, clients and event vendors—setting proper expectations, certifying protocol compliance and coordinating overall risk mitigation.

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# AN URBAN OUTDOOR OASIS

WOODROW WILSON PLAZA AT RRB/ITC

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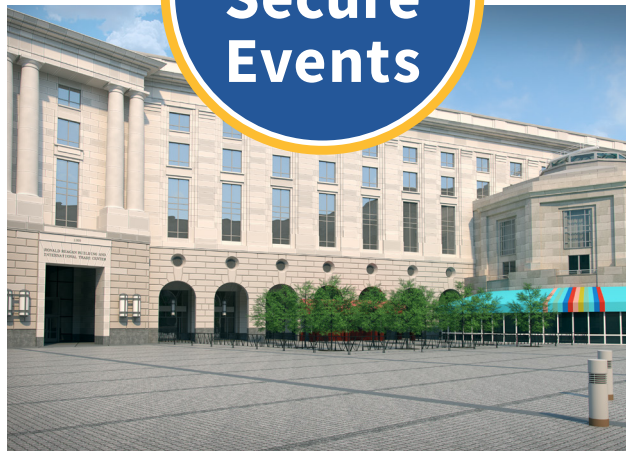
As our industry steps out into the sun in search of safer, open air alternatives to indoor spaces, we invite you to find solace on Woodrow Wilson Plaza, one of DC's largest plazas located in the heart of downtown.

In a city where large outdoor options are limited, the Plaza can offer an oasis for in person events. From weddings and conferences to brand activations and concerts, our 36,000 sq. foot courtyard has been the backdrop for gatherings of all kinds. During this time, our team has created innovative ways to best utilize the expansive plaza to host events in a safe and secure way.



[HOST A PLAZA EVENT >](#)

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# EVENTS STUDIO

VIRTUAL AND HYBRID EVENTS AT RRB/ITC

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Offering turn-key production services for your next virtual or hybrid event, we've partnered with our expert technology team, Projection, to set up a full-service, on site studio. Our studio services can enhance your next program to perfection.

- Webinars
- Livestream Broadcasts
- Pre-recorded Presentations
- Producers and Production Assistants
- Post-production Graphics

**HOST AN EVENT >**





# LOW-CONTACT CATERING

FOOD AND BEVERAGE INNOVATIONS AT RRB/ITC

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Explore our culinary team's innovations in food and beverage offerings and service options. From grab-and-go packages and bento boxes to elegant three-tier glass stacks, new protocols and tools promote low-to-no contact service.

[HOST AN EVENT >](#)

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