

# THE ESSENTIAL SIX

## SIX STEPS FOR A SAFER AND SECURE EVENT



### 1. 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.

- Reminders posted throughout the Ronald Reagan Building and International Trade Center will help communicate distancing measures and event space layouts/configurations will 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).



### 2. BUILDING SAFETY

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

- Face coverings are required for entry into the building.
- 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.



### 3. EVENT SPACE READINESS

Pre-event inspections and checklists are provided to clients.

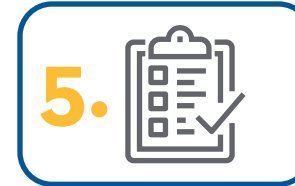
- Event spaces are cleaned and sanitized prior to client(s) arrival. Cleaning regimens are coordinated with each client to ensure the meeting space remains clean.
- Equipment including but not limited to tables, chairs, podiums, staging, and linens are cleaned and sanitized prior to each use.
- Each 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 are reduced to allow for distancing between participants.



### 4. EVENT FLOW

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

- Events are designed to meet Federal, State and Local requirements on proper physical distancing and safety protocols.
- Areas where guests queue will be clearly marked for physical 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 physical distancing, hygiene and event etiquette.
- Technology solutions are available to create hybrid events and support LiveStreaming.
- TCMA offers consultative solutions for meeting planning and design.



### 5. 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 that reminds guests of the measures that can lower the risk of spreading viruses (proper hygiene) is available.
- 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, physical distancing, hygiene and sanitation practices.
- Clients must advise their attendees and vendors to adhere to TCMA policies.



### 6. 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.