

Safer & Secure Events



1300 PENNSYLVANIA AVENUE NW

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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.

- Signage posted throughout the Ronald Reagan Building and International Trade Center will help communicate current protocols and 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.

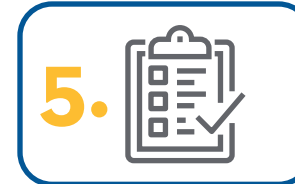
- Event spaces are cleaned and sanitized prior to client(s) arrival. Cleaning regimens are coordinated with each client to ensure the meeting space remains clean.
- Equipment including but not limited to tables, chairs, podiums, staging, and linens are cleaned and sanitized prior to each use.
- Each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



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 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.



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 can be equipped with acrylic barriers and attendant service.
- Prepackaged, grab-n-go and plated meal options are available on our menus.

CONTACT US AT EVENTS@RRBITC.COM TO LEARN MORE.

SAFER & SECURE EVENTS

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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



Safety first.

Security screenings are required to enter the building.



Do you need a face mask?

Masks are recommended, but not required in the building. Remember to cover your nose and mouth fully. If you need a mask, just ask!



Feeling ill?

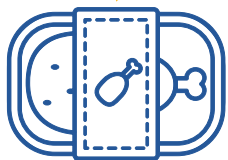
If you become ill or begin to display symptoms of COVID-19 during the event you are attending, please alert your group's event planner or a TCMA representative right away.

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.



Working together... further apart.

Reminders throughout the building will help communicate distancing measures. Event space configurations will comply with current guidelines.



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AN URBAN OUTDOOR OASIS

WOODROW WILSON PLAZA AT RRB/ITC

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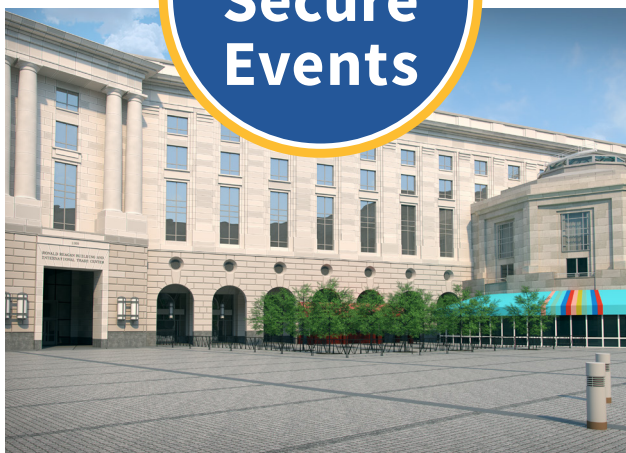
As our industry steps out into the sun in search of safer, open air alternatives to indoor spaces, we invite you to find solace on Woodrow Wilson Plaza, one of DC's largest plazas located in the heart of downtown.

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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