



Safety & Sanitation Guidelines:

Meetings On a Mission



The Industry is Changing

A message from our CEO & Managing Partner



“Meetings on a Mission”; a guide to help navigate today’s safety & sanitation complexities in the meetings industry.

It has always been our mission at FACE2FACE to host engaging, effective meetings that provide a return on your investment. Now it’s also a requirement for us to be extremely well educated in providing safe and sanitized environments for these important meetings.

We owe it to our attendees to keep them as safe as possible, and we owe it to our customers to minimize any potential risk.

The FACE2FACE Team has spent countless hours researching and consulting medical experts, public health officials and meeting professionals in our efforts to reimagine the future on your behalf. We call it “MEETINGS ON A MISSION”.

In our opinion, COVID-19 has made it more critical than ever to hire professionals to help you with your meetings. From updated contract clauses to an entire safety and sanitation checklist, we’ve got you covered. No one can afford to have these issues only partially considered, especially in this dynamic environment.



We’ll be here for you when you’re ready.
Safe wishes from our entire team.



Safety & Sanitation Guidelines

✓ Pre-Planning

Communication & Marketing Plan

› *New Practices in Place:*

- Waivers
- Questionnaires
- Vital checks
- Signage for proper safety measures
- COVID-19 Help Desk

› *Supplies Provided:*

- Gloves
- Masks
- Hand sanitizer
- Sanitation wipes
- Name badges
- Hands free tools
- Hand washing stations

› *Liability and Insurance*

› *Virtual Meeting Option*

✓ Hotel Operations & Practices

New Contractual Agreements / Negotiation

› *Personal Protective Equipment Provisions*

› *Force Majeure Clauses*

› *Gathering Laws, Guidelines, & Regulations*

Information from Hotel

› *Number of hotel rooms per housekeeping attendant*

Safety & Sanitation Guidelines

✓ Hotel Operations & Practices Cont.

Information from Hotel Cont.

- › *Capacity limitation of hotel*
- › *Time between guests in hotel rooms*
- › *Registration Process:*
 - Social distance spacing - tape or stickers on the floor
 - Number of attendees
 - Touchless transactions
 - Satellite / remote check-in options

- › *Cubic feet per minute (CFM) protocols for gathering areas met per the ASHRAE (The American Society of Heating, Refrigerating and Air-Conditioning Engineers)*

- › *Public space cleaning protocol & schedules:*
 - Elevators
 - Lounges & furniture
 - Hallways
 - Registration areas
 - Restrooms
 - Payment terminals
 - Name tags and materials mailed in advance

Conference Center

- › *Cleaning Schedules of Public Spaces*
- › *Cleaning Rooms between Sessions:*
 - Podiums
 - Light switches & door handles
 - Remove all trash
 - Tables & chairs

Safety & Sanitation Guidelines

✓ Hotel Operations & Practices Cont.

Conference Center Cont.

› Revised Capacities & Room Charts:

- Effects on square foot space per person
- Fire Marshal approval
- Distance between rows and tables
- Capacity per table modified

› Linen Usage:

- Tablecloths turned after each use
- Linenless table options

› Alternative Table Settings:

- Serpentines
- King tables
- Long rectangular

Food & Beverage

› Staffing Ratios:

- Server to attendee
- Bartender to attendee

› Self-Serve Stations versus Served Station:

- Buffet
- Food displays
- Beverages

Safety & Sanitation Guidelines

✓ Attendee Experience

Food & Beverage Cont.

› Individual Portions:

- Rolled flatware
- Compostable single-use products
- Pre-packaged snacks and meals
- Tray passed appetizers presentation & service

› Number & Placement of Stations & Bars:

- Increased stations to limit service numbers
- Lines clearly marked for spacing

On-Site Registration

- › Time slots for registration broken down by alphabet***
- › Conference material shipped beforehand***
- › Lines spaced for distancing protocol***

Trade Show/Exhibits/Meetings

- › Partitioned space for sit down meetings***
- › Booths spaced 10+ feet apart***
- › Specific traffic patterns in aisles between booths***
- › Appointment based meetings with booths***
- › Staff in booths limited to two (2) people at a time***
- › Scheduled time for specific groups to walk the trade show floor***

Safety & Sanitation Guidelines

✓ Attendee Experience Cont.

Trade Show/Exhibits/Meetings Cont.:

- › *Show Floor & Meetings Rooms are closed for deep cleaning throughout the day*
- › *Scheduled Appointments*

Networking

- › *Eliminate business cards:*
Digital exchange of information
- › *Event apps for people to network*
- › *Conference wide networking games and pairings:*
Pre-conference questionnaires

Transportation

- › *Cleaning Protocols:*
Cleaning between each transfer/shuttle
Cleaning bags/luggage
- › *50% capacity in vehicles*
- › *Staff wearing masks & gloves*

✓ Vendor Management

Work Areas / Lounges

- › *Partitions on couches and long worktables*
- › *Individual workstations grouped together*
- › *Cleaning workstations after each use*

Safety & Sanitation Guidelines

Vendor Management

Activations

› Roaming:

- Entertainers - Small groups of people
- Photobooths - No props
- Mini Stages - Rotating entertainers

Giveaways & Swag

› Useful & Helpful Branded Giveaways:

- Masks
- Handsfree assistance (i.e. Antimicrobial key)
- Hand wipes
- Hand sanitizer
- Digital information

Audio Visual

› Each speaker to have individual mouth pieces:

- All mouth pieces are disinfected before re-use
- All handhelds are wiped down and disinfected after each use

› Multiple handheld clickers/slide advancers:

- All are disinfected between each use

› Waters switched out with every speaker

› Any staff member mic'ing up a speaker is to wear gloves & masks

Safety & Sanitation Guidelines

✓ Vendor Management Cont.

Audio Visual Cont.

- › **General Session Room to be set & open 15 minutes prior to scheduled start time:**

Eliminate group gatherings outside General Session room

Vendor Protocol

- › **All vendors that come onsite to work will have vitals checked**
- › **All will wear masks & gloves**
- › **All equipment/furniture/signage etc. delivered will be thoroughly cleaned and disinfected upon delivery**
- › **All vendors must submit their health & safety protocols to hotel & planners to ensure they align with group practices**
- › **All vendors trained on proper cleaning & PPE protocols**

All precautions and measures taken per the FACE2FACE Safety & Sanitation Guide are in accordance with Center for Disease Control (CDC) Guidelines. Naturally, this information is cross-checked with state and local government regulations to ensure compliance with the latest regulations.

About FACE2FACE

FACE2FACE Meetings & Incentives is a Full Service Meetings Agency.

We pride ourselves on having cutting edge professionals with extensive experience. Driven by our passion for operating AWESOME Meetings, we are also the Partnership that Pays.

Saving our customers money and minimizing their risk without sacrificing quality takes an incredible savvy, of which we are really proud.

It is our privilege, responsibility and our priority to research and implement current industry trends and standards. Our job is not only to exceed industry expectations, but our clients' expectations, as well.

The FACE2FACE Solution ensures that each client receives the necessary tools and expertise to optimize the return on their investment and make all their meetings a successful

FACE2FACE experience!



Awesome FACE2FACE Meetings.
Cutting edge professionals you deserve,
without paying a fortune.

www.meetingf2f.com

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