



Commitment to Care

As we welcome you back to our meeting facility, we are committed to providing you with a safe environment that aligns with expert protocols to help stop the spread of COVID-19 and germs in general. The staff at Strategic Analysis' Executive Conference Center (ECC) is redefining our cleaning practices, safety standards, and services. We will actively monitor and evolve our solutions to ensure a continued focus on the health and safety of our guests and staff.

Doing Our Part – Commitment to Care Checklist:

✓ Meeting Rooms

Conference room seating arranged to seat one person per 5-foot table, with a 6-foot distance surrounding each seat. Enhanced disinfection standards will include cleaning during the mid-day break with additional cleaning and disinfecting in the evening. Disinfectant wipes are provided at each table for guest convenience.

✓ Audio Visual

Sanitizing and minimizing shared equipment is a priority. Each speaker will get a sanitized microphone and have the ability to wirelessly connect to the projectors using their own laptops. We will coordinate hybrid meeting options to allow remote participation and maximize the audience.

✓ Temperature Checks

To ensure the safety of our guests and staff, infrared temperature checks will be performed upon entry. Temperatures at 100.4F or above will not be granted entry to the ECC facility.

✓ Masks Required

Masks or facecloths are required in all ECC common areas. Inside the conference room, guests are permitted to remove masks/facecloths when seated and with 6-foot distance surrounding each seat.

✓ Social Distancing

Signage has been posted in public spaces to support physical distancing, and one-way traffic patterns. Partitions have been added to the check-in area to provide an extra level of precaution for guests staff.

✓ Catering

Complimentary all-day beverage service will remain, with modifications to include individually wrapped cups, lids, stirrers, creamers, and sweeteners. Cold options include a touch-free water and ice dispenser. Our catering partner will pack individually boxed meals and provide wrapped utensils. Buffet meals will not be permitted in the ECC.

✓ Hand Sanitizer

Hand sanitizer stations are located in the building lobby, ECC foyer, and at the entrance of each meeting room. Additionally, each floor is equipped with restrooms with operating sinks, soap, and disposable towels. Individual sanitizers are provided at each seat/table.

Phase 2: ECC Capacity

	Classroom	U-shape
Chesapeake I	8	8
Chesapeake II	10	10
Chesapeake I & II	18	11
Independence	5 Board room	

