remington

Meeting Protocol & Standards

Flexibility & Partnership

- Flexible Cancellation & Attrition clauses
- Virtual site inspections
- Revised Force Majeure clause

New Meeting Technology

- Guidance and support for hosting hybrid meetings
- Technology available for contactless meetings

Service

- Associates will wear PPE, including mask and gloves, and follow hygiene protocol
- Execute cleaning & sanitization during breaks and throughout event
- Protocols for spacing in restroom facilities

Arrival & Registration

- Send pre-arrival communication to meeting planner
- Information may include guidelines for social distancing, tech-enabled registration, or traditional registration

Audio Visual

- Sanitize all equipment before, during breaks, and after each event
- Replace interchangeable microphone covers during the meeting/event
- Provide a presentation slide reminding participants about distancing & PPE guidelines

Throughout The Hotel

- Documented "Commitment to Clean" plan and/or CleanStay including hand hygiene, social distancing, and Personal Protective Equipment
- Utilize EPA-approved cleaning & disinfecting agents that kill the COVID-19 virus
- Require mask, gloves and temperature checks for all associates
- Hand Sanitizer Stations in high-traffic areas
- Public space signage on cleanliness, social distancing, and hand hygiene
- Offer alternative options for any shared-use items that can't be cleaned after guest use
- Limit associate room entry during stay
- Place hand sanitizing wipes in guest rooms
- Assigned Property Cleanliness Champion
- Prepare options for grab & go, pre-packaged, and limited outlet menu offerings
- Mobile check-in & key-less entry (where applicable)

Food & Beverage

- Revised menu options include pre-packaged items
- Live cooking stations with individual plated portions
- No communal stations
- All plated dishes remain covered until guests are seated, eliminating pre-set food
- Buffets require serving attendants, extra distancing, sneeze guards, and sanitizing stations

Meeting Set-Up, Safety, Cleaning, & Sanitizing

- Reduction of meeting space capacities according to social distancing guidelines
- Sanitize all shared equipment, meeting amenities, tables, and chairs before & after use
- Linenless tables without table decorations
- Pens & traditional pads available upon request
- Meeting room sanitizing stations
- Sanitizing kits available for purchase pending availability from Aug.1, 2020, including mask, wipes, and gloves
- Provide clear marking for social distancing during all coffee breaks, buffets, bars, & registration areas