



## **SAFER MEETINGS**

**Quest has rolled out a new plan to hold meetings – totally SAFE! Meeting in person allows valuable interaction and networking that cannot happen remotely or by virtual meeting platforms. SAFETY is now of highest priority when planning an event at Quest. We have always prided ourselves on being the very best meeting venue. As we face these challenging times, Quest will continue to be the place you trust when you bring your team together.**

- Temperature Screenings
- Social Distancing
- Hand Sanitizers and Masks
- Sanitation and Disinfection
- Food Safety Measures
- Display Health Advisories
- Policies and Procedures for Employees

### **TEMPERATURE SCREENINGS:**

1. If requested, Quest will set up a greeter station outside your meeting room allowing you to take additional precautions for your attendees. These might include instruction prior to entering the room (such as thermal scanning to assess temperatures).
2. Individuals with temperatures higher than 100 F (38 C) will be asked to not attend the meeting for their safety and the safety of others.

### **SOCIAL DISTANCING:**

1. Quest offers unique advantages over other meeting venues. Our facility has very limited foot traffic outside of our exclusive client base. This allows us to closely manage the environment and social distancing throughout the facility.
2. All rooms are set up with appropriate social distancing space between participants per state guidelines.
3. Maximum capacity in each room has been reduced to allow social distancing between guests.
3. Hallways will be monitored by staff to maintain social distancing.
4. Traffic at the front entryway is controlled to keep space between participants. Participants entering the facility are required to sanitize hands.
5. Restrooms are monitored and are limited to three people at a time.

### **HAND SANITIZERS AND MASKS:**

1. Hand sanitizer stations are set up inside and outside each door as well as throughout the facility.
2. Masks are provided to all participants who request one.

### **SANITATION AND DISINFECTION:**

1. All meeting rooms are thoroughly cleaned and disinfected before and after each meeting.
2. Wipe-down service for all microphones, speaker monitors, lecterns, and registration tables can be scheduled throughout the meeting.
3. Public spaces are rigorously cleaned and disinfected several times a day with a focus on handrails, door handles, countertops, keypads, restroom counter surfaces, elevators and elevator buttons, trash receptacles, and beverage stations.

### **NO-TOUCH FOOD SERVICE:**

1. A Plexiglas partition is installed at the reception area allowing open communication with protection for clients and employees as they enter the building.
2. Food preparation employees wear gloves and masks and are tested daily for any sickness.
3. Food preparation areas are cleaned and disinfected thoroughly before each meal preparation.
4. Food is individually prepared for each person and placed in a separate container.
5. Participants will receive their meals per the physical distancing procedures.
6. Participants eat in their meeting rooms so as not to interact with any other meetings.

### **HEALTH ADVISORIES:**

1. Health Advisories will be displayed in each meeting room to remind attendees to keep personal hygiene high, provide notices on hand washing and also minimizing physical contact.
2. Public areas will have Health Advisories displayed (near water fountains, eating areas, food preparation, trash receptacles, and bathrooms).

### **OUR EMPLOYEES:**

1. All have been trained in SAFE processes and we monitor to make sure these processes are followed.
2. Hand washing is required before and after coming into contact with any hard surfaces.
3. Employee temperatures are taken daily. In addition, health screening questions are asked on a regular basis.
4. Our policy is that if you come to work sick, you do not get paid. If you are sick and stay home, you do get paid.

We are closely monitoring the Centers for Disease Control and Prevention and World Health Organization's statements regarding the novel coronavirus (COVID-19) cases and are going above and beyond their guidelines to keep our facility SAFE. We will also adjust our practices, procedures and facilities as new information comes available.

Finally, the Quest team has always prided ourselves on our first-class service to our clients. If there is anything you require, simply ask. We enjoy meeting your needs and showing you how much we care!