

RE-OPENING THE CENTER PLAZA CONFERENCE ROOM AND TRAINING ROOM

OCTOBER 30TH, 2020

The following updates are intended to make the Conference Center use as safe as possible for all tenants during this time. Building Management is taking the following precautions to include enhanced sanitation/disinfecting procedures in compliance with CDC guidance. While we hope that the decision to re-open the Conference Center allows tenants to safely meet in person, all policies must be strictly adhered to. These policies and procedures are subject to change in order to provide for a safe environment.

WAIVER

Any individuals using the Conference Center must complete and submit a signed waiver to the Building Management office.

HOURS

M-F: Morning Reservation between 8:00 am to 12:00 pm; Afternoon Reservation between 1:00 pm to 5:00 pm

*One reservation permitted before 12:00pm and one reservation permitted after 1:00pm to allow for disinfecting between uses. (Unless one company has it reserved for the day)

HEALTH & SAFETY PRECAUTIONS

A facemask or face covering must be worn at all times.

Please keep a safe distance of 6-feet from each other at all times.

Any persons that have been diagnosed, or have been in contact with anyone who has been diagnosed with COVID-19 within the past 30 days, are not permitted to occupy the Conference Center.

If you or any household members have experienced symptoms of COVID-19 within the past 14 days, please stay home until you are able to produce a negative COVID-19 test.

If you have traveled outside the country or to any state that is considered higher risk for COVID-19 infections within the past 14 days, please stay home until you are able to produce a negative COVID-19 test.

ROOM CAPACITY

The maximum occupancy for the Conference Room is 6 people.

The maximum occupancy for the Training Room is 15 people.

Tables and chairs have been set up to accommodate social distancing. Please do not move furniture around unless you plan to return them to their original position.

CLEANING & DISINFECTING

Cleaning staff will be disinfecting the rooms between 12:00 pm and 1:00 pm daily as well as nightly after 5:30 pm. The rooms will be stocked with disinfecting wipes and hand sanitizer pumps to wipe down touchpads, conference phones, and surfaces if tenants wish to wipe anything down. An additional hand sanitizer dispenser is installed in the hallway between the two rooms.