
Sinclair Conference Center Health and Safety

We are pleased to welcome you back to the Sinclair Conference Center. During this challenging time, please be assured we are taking every precaution to ensure your and your guest's safety while visiting our campus. In an effort to do so, please refer to the following steps being taken:

- Food Service:
 - Buffets will be set and served. Each buffet will have sneeze guards to protect both the staff and the guest.
 - A member of the Conference Center team will release the tables to the Buffet.
 - Floor stickers will be in place indicating 6' distance.

- Service Ware:
 - Cloth napkin rollups with flatware will be placed at place settings
 - Condiments will be on food stations
 - Boxed lunches will have condiments and disposable flatware inside box

- Building Requirements and Safety Precautions
 - High Touch surfaces are disinfected regularly, this includes tabletops, chairs, hand rails, elevator buttons, sinks, countertops, restrooms and door handles
 - Signage will be placed at entrances on 1st floor and throughout the Conference Center:
 - Symptom Checks
 - Hygiene
 - Social Distancing

- Social Distancing:
 - Signage will encourage guests to maintain 6' distance when possible
 - Please do not congregate in open spaces
 - 6' markings will be placed on floors at buffets

- Event Space:
 - The event room and furnishings will be cleaned and sanitized prior to your event.
 - Furnishings inside rooms will be set in compliance with social distancing guidelines.
 - A member of the Conference Center Service team will unlock your room prior to your arrival. Your welcome packet and parking passes (if needed) will be placed inside the room.
 - The Conference Center mobile phone number will be given to the client contact and monitored by a Conference Center Service Rep throughout the duration of your event.

- Face Coverings:
 - All employees, students and visitors **are required** to wear face coverings in all public areas.