THE ESSENTIAL SIX
SIX STEPS FOR A SAFER AND SECURE EVENT

1. GUEST AND STAFF HEALTH
   TCMA’s first priority is the health and safety of our guests and staff. We comply with Federal, State and Local guidelines.
   - Physical distancing measures and signage are in place throughout the Ronald Reagan Building and International Trade Center (RRB/ITC), event space layouts/configurations ensure appropriate physical distancing.
   - Hand sanitizer stations are available throughout the building and within event spaces.
   - If a guest becomes ill while at an event, TCMA will follow established protocols.
   - Our team members have been trained on safety, sanitation, and hygiene protocols.
   - TCMA staff are required to wear appropriate personal protective equipment (PPE).

2. BUILDING SAFETY
   Protocols for safety and health checks, cleaning, and management of public spaces have been implemented.
   - Face coverings are required for entry into the building.
   - Enhanced cleaning and disinfecting policies are in place throughout the building and event spaces. All cleaning supplies meet EPA guidelines and are approved for use against viruses, bacteria and other airborne pathogens.
   - The frequency of cleaning and sanitizing has been increased in all public areas of the building with an emphasis on frequent contact surfaces.
   - Building protocols are clearly communicated with signage and other visual cues.
   - The frequency of air filter replacement and HVAC system cleaning has been increased and fresh air exchange maximized.

3. EVENT SPACE READINESS
   Pre-event inspections and checklists are provided to clients.
   - Event spaces are cleaned and sanitized prior to client(s) arrival. Cleaning regimens are coordinated with each client to ensure the meeting space remains clean.
   - Equipment including but not limited to tables, chairs, podiums, staging, and linens are cleaned and sanitized prior to each use.
   - Each meeting space entry point will display a notice detailing when the room was sanitized and the products used.
   - Capacity of event spaces and trade show floors are reduced to allow for distancing between participants.

4. EVENT FLOW
   TCMA Event Planning Managers work with clients to create a meeting flow and design that adheres to proper distancing and safety guidelines.
   - Events are designed to meet Federal, State and Local requirements on proper physical distancing and safety guidelines.
   - Areas where guests queue will be clearly marked for physical distancing.
   - TCMA Staff will assist in guest movement and flow to ensure physical distancing protocols are followed.
   - Signage will be placed at building entrances to effectively navigate guests to meeting spaces.
   - Signage reminding guests of physical distancing, and proper hygiene.

5. ATTENDEE EXPERIENCE AND CLIENT RESPONSIBILITIES
   Instilling confidence in guests is important to event success.
   - A TCMA Safety Ambassador is available to ensure that safe practices are carried out through the on-site portion your meeting.
   - Signage will be placed at building entrances to effectively navigate guests to meeting spaces.
   - Signage reminding guests of measures to lower risk and prevent spread of viruses (not shaking hands, practicing social distancing, and proper hygiene).
   - A “Safer & Secure Events at RRB/ITC” Overview Guide will be provided to clients for distribution to attendees prior to each event.
   - Within the RRB/ITC clients, attendees and outside vendors shall comply with TCMA protocols for use of PPE, physical distancing, hygiene and sanitation practices.
   - Clients must advise their attendees and vendors to adhere to TCMA policies.

6. FOOD AND BEVERAGE
   Innovations in food and beverage offerings and service options will prevail.
   - TCMA complies with the Food and Drug Administration guidelines for food and beverage safety, preparation and service.
   - All service equipment including but not limited to tables, chairs, beverage stations, trays and tray stands are sanitized at regular intervals.
   - No contact/low contact food and beverage options are available.
   - Food and beverage stations have been updated with acrylic barriers and attendant service.
   - Prepackaged, grab-n-go and plated meal options have been added to our menus.

CONTACT US AT EVENTS@RRBITC.COM TO LEARN MORE.
Do you have your face mask?
Masks must be worn in the building at all times, except when actively eating or drinking. Remember to cover your nose and mouth fully. If you need a mask, just ask!

Feeling ill?
If you become ill or begin to display symptoms of COVID-19 during the event you are attending, please alert your group’s event planner or a TCMA representative right away. We’ll make sure you are comfortable until you can be safely picked up from the building.

How do you feel?
If you have tested positive for COVID-19, have possibly been exposed to the virus, or feel sick in any way, please stay home. When in doubt, sit this one out!

SAFER & SECURE EVENTS
RONALD REAGAN BUILDING AND INTERNATIONAL TRADE CENTER

Check Washington, DC’s coronavirus information for current, city updates: coronavirus.dc.gov

Safety first.
Security screenings are required to enter the building.

We’re doing our part!
Our event team members take temperature checks each shift and wear masks and gloves when servicing all events to provide a safer environment for your event.

Scrub up!
Hand sanitizers are located at all entry/exit points and in the special event spaces. Healthy hygiene helps prevent the spread of germs.

Working together... further apart.
Reminders throughout the building will help you stay at a safer distance from others. Event spaces are set up using physical distancing guidelines.

Let’s eat!
Our culinary team has new protocols and innovative tools in place to promote low-to-no contact food and beverage service.

Keys to cleanliness.
Public and high touch areas— restrooms, door handles, elevators, railings, etc.—are cleaned and sanitized frequently each day. Special event spaces are sanitized before each event starts.

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