

# 2021 Continuous Improvement Conference

## Onsite Safety & Cleanliness

The safety and well-being of our Attendees, Sponsors, and Staff is the top priority of PRINTING United Alliance, NAPCO Media, the Event Management Team and the Renaissance Columbus Downtown Hotel. This document is designed to summarize our safety and precautionary measures in light of the COVID-19 pandemic. As we advance towards our conference scheduled for August, we will continue to refine this document.

### **The Continuous Improvement Conference (arrival, check-in, meals, and sessions)**

#### **Transportation from the Airport to the Hotel**

John Glenn Columbus International Airport (CMH) is 18 miles from the hotel. Taxi/Uber/Lyft will be \$15-30. If you plan to drive, valet parking is your only option, available at the group discount rate of \$18/night.

#### **Event Check-in and Badge Pick-up**

After you arrive at the hotel, please visit the conference registration desk on the 2nd floor. We will have your badge and any materials organized for you to pick-up with minimal contact. Hand sanitizer will be readily available.

#### **Meals**

All meals and coffee breaks during the conference will be thoughtfully served. All meals will be served with plenty of seating for social distancing.

#### **Educational Sessions**

Meeting room layouts will be tailored to each type of session in order to ensure adequate social distancing and a productive, safe and comfortable experience for all attendees and sponsors.

- Keynotes & General Sessions: All general sessions will take place in the Hayes Ballroom C, D, and E. This is a large 6,500 square foot ballroom with plenty of room to spread out. We will offer distanced seating at round tables, as well as an option for individual seating.
- Breakout Sessions: These smaller group sessions will also set up in round tables. Each table have limited at each table.

### **Hotel Safety & Cleanliness Program**

#### **Arrival Experience**

The Renaissance Columbus Downtown Hotel front desk check in area has been prepped to ensure safe distancing. The hotel will also send you an email the day before arrival with a link for you to check in online. You will also have the option for key-less entry by using your Marriott app.

#### **Disinfecting & Cleaning:**

The hotel will be cleaning and disinfecting high touch surfaces and areas like lobbies, guestrooms, restaurants, meeting/event space, recreational areas, public restrooms, elevator buttons and employee areas. The hotel's Hygiene Manager will be in regular communication with conference

staff during the event. For more information, visit Marriott's Commitment to Clean: <https://clean.marriott.com/>.

### **Social distancing**

Social distancing will be required in public areas as well as meeting spaces. There will also be social distancing signage and floor decals throughout the hotel.

### **Restaurants**

While the restaurant in the Renaissance Columbus Downtown Hotel is currently closed, there are plenty of local dining options in the surrounding area, plus food may be ordered through In-room dining. By the time the conference begins the restaurant may be open.

### **Face Masks:**

As of June 2, 2021, masks are no longer required in Ohio and the Marriott Hotel will follow that guidance. At this time, only employees have to wear mask weather vaccinated or not, but that may change as the conference is closer.

PRINTING United Alliance and the CI Conference strongly encourage any attendee who is not fully vaccinated to wear a face mask.

### **Hygiene:**

Attendees are reminded to frequently wash their hands and use alcohol-based hand sanitizer. There will be hand sanitizer stations placed throughout the hotel.

### **Temperature Checks:**

Temperature checks will not be conducted on attendees as part of the conference.

### **Guestrooms:**

Each guestroom will be cleaned with hospital-grade disinfectants. Guestrooms will be thoroughly cleaned for your arrival, however, currently the hotel will not clean your room during your stay. If you require any toiletries, towels or trash removed, just dial 0 for the operator.

## **Let's have a great event & please be respectful of one-another's space**

We are excited to bring our community together again live and in-person. We ask all attendees and sponsors to be respectful of one another's space as we seek to put on a safe conference. Please reach out to our team with any questions, concerns, comments, and/or suggestions you have about the CI Conference.

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