



# Welcome Back

We are glad you are with us to experience what Claggett has to offer with so much surrounding beauty, amenities, and the opportunity to create memories that last a lifetime. We want to assure every guest that we are committed to the wellbeing of all at Claggett. We are taking every precaution to ensure our conference center is safe. We are following federal health and safety guidelines as well as guidance from our state and local governments.

## Cleaning & Disinfecting

Our housekeeping staff is trained on new sanitation protocols. Deep cleaning is enhanced with new cleaning techniques, using products and protocols that meet EPA guidelines and are approved for the use against viruses, bacteria, and other airborne pathogens

Particular attention will be paid to high-touch areas in common areas, including but not limited to: *elevator buttons, door handles, trash receptacles, light switches, railings, tables, chairs, key cards, restroom faucets, sinks, soap dispensers, toilet flushers, and counter tops.*

Additional hand sanitizer stations are provided throughout the campus.

Please note, housekeeping staff will not automatically enter lodging spaces while guests are on the property. Please contact the on-call host if your area requires attention.

## Dining Hall Updates

All meals will be individually plated and served while maintaining social distance. Entrance and exit into the dining hall will be one-way. Each group will be given a private 45-minute meal time with a maximum of (4) guests to a table.

*Vegan, vegetarian, gluten free, and dietary allergy requests will be honored.*

*Updated 9/30/2020*

### EXPECTATIONS FOR GUESTS

- ✓ Complete provided prescreening ahead of time
- ✓ Wear required face covering
- ✓ Maintain required social distancing of at least 6 ft
- ✓ Adhere to reduced occupancy guidelines
- ✓ Stay home or go home if you are sick

### RECOMMENDED BEST PRACTICES

- ✓ Schedule outside meetings when appropriate
- ✓ Refrain from sharing homemade, bulk snacks
- ✓ Provide individually packaged snacks
- ✓ Refrain from using shared materials
- ✓ Bring additional hand sanitizer for use during group activities

**IF SOMEONE BECOMES SICK WHILE ON-SITE**, please contact your physician and notify your group leader. Group leaders should then notify the on-site Claggett host.

### SPACE USE

There may be multiple groups on-site. Spaces have been arranged to keep groups separated during meetings, programming, and dining times.