

# EMBARCADERO CENTER

#HospitalityStrong

## Conference Center Guidelines and Procedures

Rev. 03.24.21

\*Embarcadero Center Conference Center Guidelines and Procedures are subject to change due to the rules and regulations set forth by City and State Governments.

# Conference Center Guidelines

The Embarcadero Center Conference Center will strictly adhere to both CDC Guidelines and Local Applicable Laws per the City and County of San Francisco as well as the San Francisco Department of Public Health. The rules and regulations set forth by these agencies will be enforced and communicated to all employees of the Embarcadero Conference Center and attendees within groups prior to working and being on site to host a meeting. Detailed information on small events and gatherings are available [HERE](#).

To help control the spread and limit the effects of the COVID-19 pandemic, Boston Properties has implemented updated Conference Center Guidelines which will limit the capacity of persons on site and will operate with on site modifications.

As we are committed to hosting your meeting with the highest level of safety standards to ensure the health and well-being of meeting attendees and staff, we ask that everyone adhere to the following rules and procedures:

## Conference Center Procedures:

- The Embarcadero Conference Center asks that no attendee enters premises if the attendee feels sick and/or is experiencing any of the following symptoms: Fever or Chills, Cough, Shortness of Breath or Difficulty Breathing, Fatigue, Muscle or Body Aches, Headache, New Loss of Taste or Smell, Sore Throat, Congestion or Runny Nose, Nausea or Vomiting, and/or Diarrhea.
- Face coverings will be required in all meeting rooms, common areas, and restrooms. Attendees will not be allowed to enter the facility without wearing a face covering and face coverings will not be provided to attendees by Conference Center staff.



- Physical distancing reminders to maintain 6 feet of separation will be placed throughout the Conference Center, specifically in meeting rooms, restrooms, common seating areas, and as needed for line queuing.



- The Embarcadero Conference Center has installed sneeze guards, which is a transparent barrier at reception which will limit physical interaction between groups and staff.
- Occupancy limits have been placed at each meeting room location as well as upon entrance to the Conference Center. Signage on-site will also indicate these limits:
  - **Stanford Room**—Max Occupancy is now 20 people
  - **Hopkins Room**—Max Occupancy is now 3 people
  - **Huntington Room**—Max Occupancy is now 3 people
  - **Crocker Room**—Max Occupancy is now 2 people
- Each Conference room is configured to host virtual meetings via Zoom, WebEx and BlueJeans.
- Conference Center rooms have been reconfigured to allow at least 6 feet of physical distancing.
- Hand sanitizer dispensers have been placed.
- Only one group will be able to occupy each Conference Center room per day.
- Groups may order food for delivery; however, buffet style lunches set-up in common area(s) is not permitted. All food must be consumed in reserved Conference Center room dedicated to group and we ask that groups consider contactless ordering. \*The preferred catering list is still in effect and all food must be individually prepared per attendee (this includes beverages).
- The use of borrowed dry erase easel(s) and flip chart(s) will not be permitted. It is suggested that each group/attendee bring their own pen(s) and paper to eliminate shared resources.

## Cleaning & Maintenance in Conference Rooms:

(with an EPA registered disinfecting cleanser)

- Air quality tested prior to reopening.
- Increased frequency of cleaning high touch surfaces with an EPA approved disinfecting cleaner.
- HVAC filters have been replaced with MERV-13 filters.
- Ventilation rates have been increased and air recirculation has been reduced within Conference Center.
- Disinfect doors, partitions, toilets, urinals, dispensers, mirrors, counters and basins in restrooms.

- Disinfect, entrances, doors, reception desk, tables, chairs benches, and counters.
- Disinfect signs, LCD projection screen remotes, LED Display Monitor remotes, and Conference phones.
- Disinfect door handles.

## Recommendations for Conference Room Attendees

- Conduct health checks of attendees to certify attendees are considered healthy to join a meeting at Conference Center.
- Encourage attendees to self-monitor for symptoms of COVID-19. Those with confirmed COVID-19 exposure should self-quarantine for 14 days per CDC guidance.
- Attendees should reschedule or cancel reservations for non-essential services if COVID-19 symptoms are present or attendees have had exposure to someone with COVID-19. We must adhere to current refund policy stated in the *Embarcadero Center Conference Center Guide*.
- Encourage frequent handwashing by attendees and/or use of hand sanitizer made available by Conference Center.
- Work with attendees and event host(s) to implement hands-free technologies and processes.
- Identify everyone in your chain of communication (for example, event staff, participants, suppliers, vendors, and key community partners and stakeholders) and establish systems for sharing information with them.

**GENERAL RESOURCES** *(Please note that the below are helpful resources; however, it is the responsibility of each business to ensure that the rules and regulations set forth by local and state governments are followed.)*

- [General Business Frequently Asked Questions](#)
- [COVID-19 Resources and Guidelines for Businesses](#)

## RESOURCES – SAN FRANCISCO

- [Order of the Health Officer No. C19-07u \(Stay Safer at Home\) 3.23.21](#)
- [Updated Health Order FAQ 3.5.21](#)
- [Order of the Health Officer No. C19-12e \(Requiring Face Coverings\) 3.18.21](#)
- [Check if a Business Can be Open](#)