



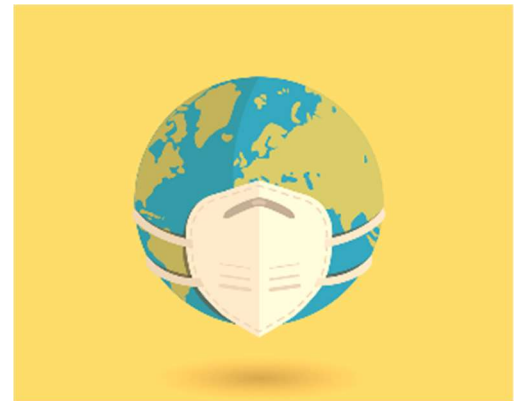
The Future Together

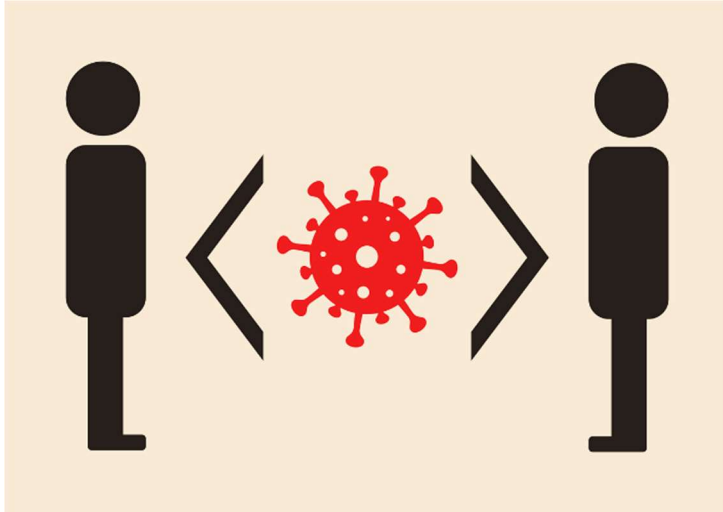
The Lane Group, LLC (TLG) is dedicated to providing our exceptional personalized service in addition to extra safety measures necessary to get people back to meetings during COVID-19. We are committed to keeping your attendees safe and engaged upon their return to face to face or hybrid meetings. Our policies will be updated based on the current stage of the virus and Centers for Disease Control (CDC) recommendations.

Here are some precautions we have implemented in our meeting practices:

Safety Supplies and Procedures Available At Each Meeting

- Registration Desk Welcome Kit to be given upon arrival or mailed prior to the meeting – branded hand sanitizers, gloves, masks for all attendees.
- Additional safety items available upon request such as Clean Safety Key, Hygiene Tip Booklet, Ear Savers, and more
- Face Masks and gloves for all TLG staff members
- Temperature check stations at each meeting – attendees and staff check in each morning
- Tissues at all tables
- Easily accessible sanitizer stations at each stage of the meeting
- Security added to enforce COVID-19 guidelines and safety measures





Signage/Materials

- Signs in restrooms reminding everyone to wash hands thoroughly
- No hug/hand shake zone – fist bumps/elbow touch are allowed
- Eliminate unnecessary papers by utilizing meeting app
- “Stand 6’ Away” floor markings
- How to wear masks and keep social distance signage
- Pre-trip emails with the most up-to-date information on travel restrictions/needs based on CDC recommendations as well as local policies

Meeting Rooms

- Meeting space sanitized at each break
- Larger meeting rooms to spread attendees out 6 feet apart
- Additional time between sessions for hand washing and safety procedures
- Hand sanitizer stations
- Utilizing the app to ask questions to speakers and play games with other attendees to encourage safely interactions

Registration Link

- Increased COVID-19 information available on registration links (current travel policies/restrictions per CDC and Federal, local and state laws)
- Additional health related Q&A, as well as information posted on websites
- Updated links to company health and travel policies at the time of travel



Registration Desk

- iPad and/or phone scan check-in process to reduce human contact upon arrival
- Attendee check in station six feet apart
- Name badges printed automatically at check-in
- Sanitizer, Clorox wipes, and extra safety supplies available
- Paperless meetings with most information included in the meeting app
- Staff will sanitize and clean desks and supplies routinely throughout the day
- Protective masks and gloves worn by all staff
- Plastic barrier between guests and staff



Precautionary Measures

- If you are feeling sick, STAY HOME
- If you begin to feel sick, reach out to someone at the TLG Registration Desk and stay in your sleeping room
- Temperatures will be taken each morning of each TLG staff person working the meeting
- Meeting will be broadcast virtually to those that cannot be in attendance
- TLG has established a COVID-19 Task Force who is keeping up to date and is in close contact with each hotel chain as well as airline on companies' updated procedures – *documents/links available upon request*

