

## 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.

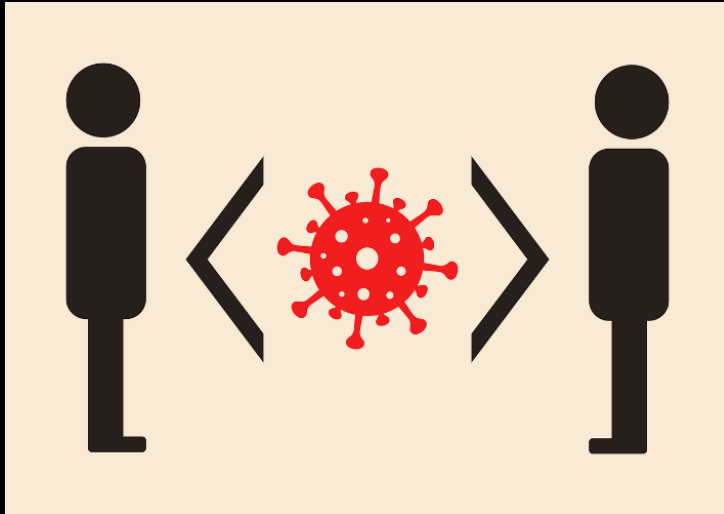
Here are some precautions we have implemented in our meeting practices:

### Safety Supplies and Procedures Available

#### At Each Meeting

- Registration Desk Welcome Kit – branded hand sanitizers, gloves, face masks – will be given to all attendees upon arrival
- Additional safety items available upon request such as Clean Safety Key, Hygiene Tip Booklet 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 hand sanitizing stations located throughout meeting space
- Security added to enforce COVID-19 guidelines and safety measures





### **Signage/Materials**

- Signs in restrooms reminding everyone to wash hands thoroughly
- Eliminate unnecessary papers by utilizing meeting app
- “Stand 6’ Apart”
- “How to Wear your Face Mask”
- “Respect Physical Distancing”
- 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 set with 6’ physical distancing
- Allot additional time between sessions for hand washing and safety procedures
- Hand sanitizer stations
- Utilize a meeting app to ask questions to speakers to encourage safe 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
- Links to client’s health and travel policies at the time of travel



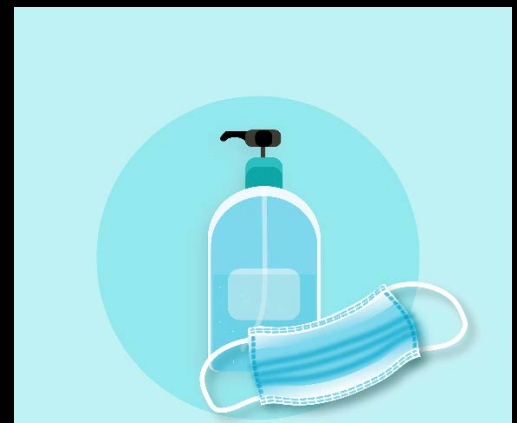
## **Registration Desk**

- iPad and/or phone scan check-in process to reduce human contact upon arrival
- Attendee check in station 6' apart
- Name badges printed automatically at check-in
- Sanitizer, disinfectant 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 unwell, please STAY HOME
- If you begin to feel unwell while on site, reach out to someone at the TLG Registration Desk and stay in your sleeping room
- Temperature checks will be taken each morning of the meeting
- Meeting will be broadcast virtually to those who cannot be in attendance
- TLG has established a COVID-19 Task Force that is keeping up to date on CDC guidelines and changes in hotel and airline procedures – *documents/links available upon request*



## **Resources**

Travel Advisories

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

Centers for Disease Control and Prevention

<https://www.cdc.gov/>