



Dear Meeting Planner,

Over the past several months we have collaborated with public health officials and our leading hotel operators within the Sonesta Brands to prepare for the return of hotel meeting and event activity in a safe and responsible fashion. The health and safety of our guests and employees is our priority. We are closely monitoring government policy changes, Centers for Disease Control (CDC) guidelines, government mandates, and public health advancements and will continue to make changes as necessary or appropriate to our protocols and procedures.

The recommendations contained herein do not supersede Public Health orders, laws or regulations that apply to your business and jurisdiction.

The goal of the protocols outlined in the document is to minimize contact reducing the risk of virus spread among staff, guests and meeting attendees. The core set of principles that together prevent the spread of infections by respiratory transmission (including COVID-19) include:

- 1) **Practice physical distancing** – always maintain 6 feet between and among employees and guests
- 2) **Monitor employee health** – ensure your employees are in good health and screen employees for COVID-19
- 3) **Use protective equipment** – a fabric face cover must always be worn by employees and guests
- 4) **Clean/sanitize/disinfect** – wash and sanitize hands and wipe down frequently touched surfaces with EPA-approved disinfectant (Ensure safe and correct application of disinfectants.)

A) Guest Arrival and Check-in

- ✓ **Arrival** – Hotel policies should minimize contact with shared objects such as door handles. Therefore, guests should enter the hotel through doors that are automated.
- ✓ **Signage** – Will be placed at the entrances and throughout common areas asking guests to wear face coverings and practice social distancing.
- ✓ **Physical Distancing** – On arrival, guests will be advised about the hotel’s practices for their safety (this information will also be included on the hotel’s website). Signage will be prevalent throughout the hotel, reminding guests to practice physical distancing by standing at least 6’ away from other groups of people not traveling with them while standing in line or using elevators.
- ✓ **Elevators** – No more than 2-3 passengers should ride in a standard size elevator at one time and all will wear a facial covering.

B) Meeting Choices with 6 Foot Physical Distancing

- ✓ Meeting rooms will always be designed in such a way to maintain 6 feet of physical distance between attendees, including ingress and egress when requested.

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- Theatre style chair sets will be appropriately distanced, instead of traditional rows.
- Classroom tables will be set in rows that have 6' of distance between them.
- U-Shape maintaining 6 feet between the arms of the "U" and at the corners.
- Hollow square sets and classroom sets (particularly if staggered), are preferred to banquet rounds.
- Tech tables, 1 per 6ft
- ✓ No water stations, individual bottled water at each place setting
- ✓ Pens and note pads will not be placed on the tables unless they will be disposed of after each session.
- ✓ Work with meeting planner to stagger entrance into meetings and meal times. Stagger in 10 to 15-minute increments to decrease crowding
- ✓ Visibly disinfect meeting space at beginning of day and end of day, signage (card) will indicate that area has been sanitized
- ✓ Hand sanitizer stations will be arranged in all pre-function areas.

C) Food and Beverage Choices and Option

- ✓ All self-serve buffets will be suspended until further notice
- ✓ We encourage room sets that give the ability to meet and feed as possible, or if group is having breakouts, to eat in breakout space to provide for more social distancing
- ✓ Tiered meal times to prevent crowding
- ✓ Coffee and other break items to be attended by a server or pre-packaged when possible. Servers to wear PPE (Personal Protective Equipment) while servicing guests.
- ✓ Condiments to be served in individual PC's or disinfected individual containers
- ✓ We will be offering modified menus to follow the physical distancing guidelines.
 - Boxed breakfast options
 - Boxed lunch options
 - Individually plated meals
 - Cafeteria style servicing with all items labeled, include options for food allergies and dietary restrictions to be served from staff wearing PPE.
 - Meal Guestroom Drops for smaller groups not exceeding 25 rooms
- ✓ No Cash Bars will be offered
- ✓ Utilize atrium space to provide sit down dining options free of charge when available.
- ✓ Will utilize any restaurant or club lounge space available to provide for additional seating, including outdoor space when possible