



The
CONFERENCE
Center at

SEA

Seattle-Tacoma
International
Airport

Upgrade your experience.

KNOW BEFORE YOU GO

GUIDANCE FOR NON-HEALTH CARE BUSINESSES AND ORGANIZATIONS DURING COVID-19

The Conference Center at SEA is committed to providing a safe and healthy facility in accordance with local, state, and federal guidelines. These health guidelines have been updated as of July 2, 2021 based on Washington State Department of Health and Port of Seattle guidelines. As the situation changes, we will continue to update you with any new guidance prior to your meeting or event.

FACE COVERINGS

- For those who are fully vaccinated, masks are optional (Port of Seattle employees, Conference Center clients, and guests). Port of Seattle employees are required to wear a mask unless they have completed an attestation form in LMS.
- Conference Center Clients and Guests - if you are not vaccinated, masks are recommended.
- Vaccination status of Conference Center clients and guests will not be requested and is based on an honor system.
- Face coverings are still required for everyone inside public areas of the Airport Terminal per Federal guidelines. When travelling between the garage and the Conference Center, please wear a mask.

PHYSICAL DISTANCING & MEETING ROOM SET-UP

- Port of Seattle employees are required to social distance at least 6' away from others unless they have completed an attestation form in LMS.
- Conference Center Clients and guests are encouraged to continue to maintain physical distancing if they are unvaccinated.
- Meeting rooms are currently being sold at normal capacity. If physical distancing is required in your meeting this will change the capacity of the meeting room.
- Please speak with Amy McDonough, Sales & Operations Manager, to discuss your room set up needs. Inform her of how many people in your meeting would like to be socially distanced.



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PLEASE DO NOT ENTER THE FACILITY IF:

- You show symptoms of COVID-19.
- You are not fully vaccinated and have been in close contact (within 6' for 15 cumulative minutes) with someone who has tested positive for COVID-19 in past 14 days.
- You have tested positive for COVID-19 in the past 10 days.
- You are awaiting results of a COVID-19 test due to possible exposure or symptoms.
- You have been told by a public health or medical professional to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection in past 14 days.

COVID-19 POINT OF CONTACT

You are encouraged to identify a central COVID-19 point of contact (POC) for your meeting. The POC will liaison with public health agencies if needed to report any suspected and confirmed cases.

RECORDS

Be prepared to share your meeting attendee list and contact information with public health if any confirmed or suspected COVID-19 exposure occurs.

CLEANING AND DISINFECTION

We are taking the following precautions for every meeting room:

- Meeting room tables, chairs, counters, doorknobs, monitors, microphones, and podiums are all sanitized 1 hour prior to client arrival.
- Meeting room tables, chairs, counters, doorknobs, monitors, microphones, and podiums are all sanitized after each meeting concludes.
- Touchless hand sanitizers are provided in every meeting room.
- Sanitizing stations in each room to include spray and wipes for clients to use as needed during their meeting.