



The
CONFERENCE
Center at

SEA

Seattle-Tacoma
International
Airport

Upgrade your experience.

KNOW BEFORE YOU GO!

COVID-19 MEETING & EVENT GUIDELINES

The Conference Center at SEA is committed to providing a safe and healthy facility in accordance with local, state, and federal guidelines. We will continue to update you with any new guidance prior to your meeting or event.

VACCINATION VALIDATION

Currently, The Conference Center does not require proof of vaccination to hold a meeting or event at our venue.

FACE COVERINGS

- *The Port of Seattle (Port) requires facial coverings in all indoor areas, at all Port facilities regardless of an individual's vaccination status. This applies to Port employees, Conference Center clients, and guests.*
- *Face coverings are required for everyone inside public areas of the Airport Terminal per Federal guidelines.*

PHYSICAL DISTANCING & MEETING ROOM SET-UP

- *Port employees are required to social distance at least 6' away from others regardless of their vaccination status. Port meeting room set ups must be set for 6' of physical distancing between attendees per the Port Safe Return Playbook.*
- *External Conference Center clients and guests are encouraged to maintain physical distancing during their meeting and room set up.*
- *When physical distancing is required this will change the capacity of the meeting room. Please speak with Amy McDonough, Sales & Operations Manager, to discuss your room set up needs.*

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.



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RECORDS

- *Port of Seattle meeting host is required to maintain a log of attendees for 28 days in the event of exposure.*
- *All Conference Center clients should be prepared to share your meeting attendee list and contact information with public health if any confirmed or suspected COVID-19 exposure occurs.*

PLEASE DO NOT ENTER THE FACILITY IF:

- *You show symptoms of COVID-19.*
- *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 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 the past 14 days.*
- *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 the past 14 days.*

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.*