



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

- The Conference Center will require all clients and guests attending an event or meeting in The Conference Center to be fully vaccinated.
- It will be the responsibility of the client booking the meeting to ensure all their guests and speakers in attendance are vaccinated. A signed attestation form will be required by the client to ensure these guidelines are followed.

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.
- Anyone visiting or attending an event or meeting at The Conference Center **must wear a disposable surgical style mask**. These masks must remain on the entire time you are at The Conference Center. They may not be removed once you are in your meeting room.
- If you or your meeting attendees do not have a disposable surgical style mask, one will be provided to you and your attendees upon entry of The Conference Center.
- If desiring to wear a cloth face covering, you may do so if a surgical style mask is donned first. A cloth face covering can be worn on top of the surgical style mask. Donning two masks, a surgical style mask under a cloth face covering, may provide a better, more snug fit than a single surgical style mask.
- In lieu of the surgical style masks, Conference Center guests and clients may choose to purchase and voluntarily don their own **non-vented/no exhaust port** KN-95, KF-94, or N-95 air-filtering respirators.
- You may remove a disposable surgical style mask when eating or drinking but masks must be promptly donned at the end of the meal. Physical distancing of 6 feet between individuals is required when eating or drinking.



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PHYSICAL DISTANCING & MEETING ROOM SET-UP

- Port of Seattle 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.
- We encourage External Conference Center clients and guests to maintain 6' of 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.

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 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.



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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.