



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.

FACE COVERINGS

- *Masks remain optional in The Conference Center as of 4/19/2022.*

PHYSICAL DISTANCING & MEETING ROOM SET-UP

- *Social distancing room set ups are no longer mandatory as of 3/12/2022.*
- *If you would still like to set your meeting in a social distance room set 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.*



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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 10 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.*