

## **CHECK LIST HOW WE MAKE OUR MEETINGS CORONA-SAFE DURING THE FALL**

New surveys show that most of us prefer meetings in person and long for meeting up again. At the same time it seems that we might have to live with the physical distance a little longer. For you, the meeting facilitator, to feel safe in our facilities, we have gathered the general measures we take to make our meeting facilities corona safe for all participants, along with a check list for you as the meeting facilitator.

It is important that the meeting participants feel safe throughout the meeting. Therefore we have taken some measures for more safe meetings. We are closely following the development of the Health Authorities recommendations and we are regularly updating our routines based on these.

Among others we ensure more distance between our guests during the meetings, we have removed our buffets, put up sanitizer stations throughout the hotel, and we offer extra cleaning of the meeting rooms during breaks.

» Please do ask, should you have any specific wishes, thoughts or requirements before booking.

### **GENERAL MEASURES WE HAVE TAKEN**

#### **CLEANING**

We have expanded our cleaning routines and our cleaning team is currently extra focused on cleaning and disinfecting surfaces and things that are often touched, such as door handles.

#### **HYGIENE**

Our employees have clear instructions to stay at home if they have any symptoms of illness. We ask you to do the same. We encourage our employees and our guests to be extra thorough with hand hygiene by frequently washing their hands with soap and hot water for at least 20 seconds. Of course we also follow the general requirements to cough and sneeze in our sleeve and avoid touching the face.

#### **THE RESTAURANT**

We show our guests the way to their table to avoid crowds, e.g. through table service to create space in the room and avoid queues near the bar area.

### **CHECK LIST FOR YOU AS THE MEETING FACILITATOR**

#### **MEETING ROOMS**

» Can the meeting be divided into more rooms or maybe even over more days to spread out the participants? Ask us about possibilities. We are happy to help.

## THE TECHNOLOGY

» All meeting rooms have wireless Airtame connections, but should any additional technology be prepared prior to your arrival? Do let us know if we can be of assistance with prices and set-up before your meeting.

## ACCOMMODATION

» If the meeting is with accommodation, we recommend booking one room per participant as an extra feeling of safety.  
» Please let us know if you prefer to have all meeting participants accommodated on the same floor. We are happy to check availability.

## TRANSPORTATION

» Will you need transportation arranged to and from the venue, so the participants will not have to make use of public transportation?

## OWN RESPONSIBILITY

» Last but not least, do not forget to remind the participants that it is their own responsibility to disinfect their hands regularly, keep a safe distance and to stay at home if they show symptoms of illness.

Read more about the Danish Business Authority's guidelines for hotels, restaurants and meeting venues during Covid-19: The Danish Business Authority's guidelines during the breakout of Covid-19.

[https://em.dk/media/13751/retningslinjer-for-ansvarlig-indretning-af-restauranter-og-andre-virksomheder-der-tilbyder-turisme-og-oplevelsesprodukter\\_130620.pdf](https://em.dk/media/13751/retningslinjer-for-ansvarlig-indretning-af-restauranter-og-andre-virksomheder-der-tilbyder-turisme-og-oplevelsesprodukter_130620.pdf)