











HEALTH AND CLEANLINESS PROGRAM



The Midwest's Largest Conference and Meeting Center **qcenter.com**

OUR COMMITMENT

Together, with your help, we can provide an exceptional experience at Q Center that will keep everyone safe.

Q Center understands the vital role we play in the success of our client's programs and events held in St. Charles. As we respond and react to all the challenges of the current pandemic environment, we want you to know we are closely monitoring and implementing elevated health and cleanliness procedures in response to applicable government policies, Centers for Disease Control (CDC) guidelines and public health advancements to ensure Q Center is prepared for our clients and guests. We deeply appreciate the trust our clients have in our team and we are committed to further enhancing our protocols and procedures as new information comes to light. Please have confidence in the knowledge that Q Center is ready and willing to support your needs and concerns when you return.

As you know, we strive to provide our guests with an exceptionally clean, safe and friendly environment, but we're living in a new world that has everyone learning to deal effectively with the broad impact of COVID-19. Our current health and cleanliness guidelines have been enhanced based on the deep expertise of health officials and our supplier partners whose quality products, training and support have helped in their development. These guidelines are communicated throughout the property to promote safe sanitation and physical distancing practices for our guests to follow. They are also used in much greater detail behind the scenes to guide and monitor compliance by our associates and management team.

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ASSOCIATE HEALTH

QUESTIONNAIRE AND TEMPERATURE SCREENING

All associates will go through a screening process upon arrival for their shift. (This is for pre-shift only; screening does not need to be completed between shift start and end). They will be asked a series of questions and will also receive a temperature check. The questions are based on recommendations from the CDC¹:

- 1. In the past 14 days, have you been in contact with anyone who has tested positive for COVID-19 or has shown symptoms of COVID-19?
- 2. In the past 48 hours, have you experienced a cough, fever of 100.4 degree F or greater, chills, muscle pain, shortness of breath or difficulty breathing, sore throat or a new loss of taste or smell?
- 3. Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?
- 4. Are you currently waiting on the results of a COVID-19 test?

If the associate answers yes to questions one or two, and/or indicates they have experienced two or more of these symptoms, they will be directed to seek medical care.

Entrances will be limited to set areas where an administrator will conduct a temperature scan with a digital infrared thermometer. Anyone displaying a temperature 100.4 degrees F² or greater, or those that answered symptomatic based on questionnaire, will not be allowed entry to the workplace and will be directed towards appropriate medical care. Associates will be advised to practice physical distancing by standing at least six feet apart from each other while waiting for the questionnaire and temperature \screening and will be required to wear a face mask. Entrances will be clearly marked for appropriate physical distancing while in line and associates will be provided a wristband upon clearing screening for the duration of their shift.

REGULAR MONITORING

A screening form will be distributed to all associates for voluntary, home self-screening. Human Resource team members are prepared to receive inquiries or reports of symptomatic associates prior to shift. The Daily Self-Screening Protocol is in place to prevent sick or symptomatic associates from leaving their homes and to decrease the likelihood of spreading infection.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The associates will be required to wear a face mask at all times while in the workplace when social distancing is not possible. Q Center will issue all associate facemasks. Appropriate PPE will be worn by all employees based on their roles and responsi-bilities and in adherence to state or local regulations and guidance. Training on how to properly use and dispose of all PPE will be mandatory. Gloves will be provided to associates whose responsibilities require them as determined by medical experts, including housekeeping, public area attendants and security officers in direct contact with guests and/or associates.

ASSOCIATE HEALTH

PHYSICAL DISTANCE

All associates should maintain six feet and practice physical distancing as work duties permit in the workplace. This includes interactions with fellow associates, guests and vendors. New guidelines are to be adhered to regarding workstation capacities and locations. Eliminate physical contact with others, such as handshakes, etc. Associates should avoid touching their faces and must wash hands thoroughly with soap and water several times during their shift to reduce risk and prevent person-to-person potential infections. Avoid using other associates' phones, desks, offices, work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

DISINFECT AND CLEAN WORK SPACES

Sanitize office room doors, common tables, chairs, light switches, communal computers and shared equipment frequently before and after each use. Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet the CDC's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface. Associates are encouraged to disinfect their work space multiple times during their shift, giving special attention to common areas.

SIGNAGE

There will be health and hygiene reminders throughout the property in both the front and back of house. These will include reminding associates of the proper way to wear and use face masks, gloves (in positions deemed appropriate by medical experts), wash hands, sneeze and to avoid touching their faces. Digital signs will be used for messaging and communication.

ASSOCIATE RESPONSIBILITIES

TRAINING

Associates will attend "Return to Work" training and a "Re-boarding" program. The below topics will be covered:

- Q Center's COVID-19 response and reporting procedure
- Signs and symptoms of COVID-19
- Daily self-screening for symptoms
- Isolation protocol for symptomatic employees
- Physical distancing measures
- Personal hygiene
- Disinfection measures
- How tools, PPE and tasks will differ upon return

LOCKER ROOMS

To allow associates to practice physical distancing, lockers have been re-assigned based on shift to allow maximum distance between associates during shift change. Locker access will be limited to only associates who must have a locker as a matter of health, safety and job function. Additional touchless hand sanitizer stations will be available in the immediate area and increased cleaning intervals of the locker facilities will be added to schedule.

BREAKS

Break areas are to be deep-cleaned, disinfected and sanitized at least once per day. Tables are to be utilized with appropriate physical distancing. Chairs will be limited per table to accommodate maximum physical distancing and all chairs will face the same direction as to avoid face-to-face layouts. Reduced capacity of each break room will be established and posted to allow for maximum physical distancing. Start and end times of breaks will be staggered to limit the amount of people within the break area at a given time. Additional touchless hand sanitizer stations will be available. Enough supplies will be provided for associates to clean up after themselves, including wiping down table and chairs.

TIME CLOCKS

Associates will continue to swipe their badge near the clock without contact. Time clocks must be wiped off each time it is touched by an employee. Associates will observe appropriate physical distancing while waiting to punch in. Time clocks will be clearly marked for appropriate physical distancing. Shifts will be staggered to limit the amount of people waiting at time clock when possible. Associate pre-shift meetings will be conducted virtually or in areas that allow for appropriate physical distancing between associates.

ASSOCIATE RESPONSIBILITIES

HAND WASHING

Correct hygiene and frequent handwashing with soap is vital to help combat the spread of virus. All Q Center associates will be instructed to wash their hands, or use sanitizer when a sink is not available, every 60 minutes (for 20-seconds) and after any of the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, entering and leaving the dining room floor, going on break, and before or after starting a shift.

WORKSPACE

On a daily basis, associates will be responsible to disinfect their own desk areas (desks, computers, phones, calculators, etc.). Custodial will provide a sanitizing spray or sanitizing wipes as needed. Custodial will pick up trash and recycling, vacuum, clean and sanitize non-workstation high touch surfaces.

REPORTING

If an associate is confirmed to have COVID-19 infection, Q Center will inform fellow associates of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Q Center will instruct fellow associates about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

GUEST HEALTH

QUESTIONNAIRE AND TEMPERATURE SCREENING

All guests will go through a screening process upon arrival. They will be asked a series of questions and will also receive a temperature check. The questions are based on recommendations from the CDC1:

- 1. In the past 14 days, have you been in contact with anyone who has tested positive for COVID-19 or has shown symptoms of COVID-19?
- 2. In the past 48 hours, have you experienced a cough, fever of 100.4 degree F or greater, chills, muscle pain, shortness of breath or difficulty breathing, sore throat or a new loss of taste or smell?

If the guest answers yes to questions one or two, and/or indicates they have experienced two or more of these symptoms, they will be directed to seek medical care.

Entrances will be limited to set areas where an administrator will conduct a temperature scan with a digital infrared thermometer. Anyone displaying a temperature 100.4 degrees F² or greater, or those that answered symptomatic based on questionnaire, will not be allowed entry to Q Center and will be directed towards appropriate medical care. Guests will be advised to practice physical distancing by standing at least six feet apart from each other while waiting for the questionnaire and temperature screening and will be required to wear a face mask. Entrances will be clearly marked for appropriate physical distancing while in line and guests will be provided a wristband upon clearing screening for the duration of their shift.

PHYSICAL DISTANCE

Throughout Q Center, we will meet or exceed state and local health authority guidelines on proper physical distancing. Appropriate signage will be prominently displayed outlining current physical distancing practices in use throughout Q Center. This includes check-in, check-out, elevator lobbies, retail locations and dining room. The dining room, Brick Oven Bistro and The Fox Bar will reduce seating capacities to allow for current physical distancing guidelines. Meeting and banquet set-up arrangements will allow for physical distancing between guests in all meetings and events based on current CDC and state recommendations. Guest occupancy limits will be enforced to allow for appropriate distancing at our owned and leased retail spaces.

SIGNAGE

There will be health and hygiene reminders throughout the property. Digital signs will be used for messaging and communication.

GUEST SANITATION AMENITIES

A bottle of sanitizer or wipes will be provided in each sleeping room for guest use.

CLEANING PRODUCTS AND PROTOCOLS

CLEANING PRODUCTS

Our hotel uses cleaning products and protocols which meet EPA guidelines and are approved for use and effective against viruses, bacteria and other airborne and blood borne pathogens³. We are working with our vendors, distribution partners and suppliers to ensure an uninterrupted supply of these cleaning supplies and the necessary PPE.

ELECTROSTATIC SPRAYS

Electrostatic spray will be used in multiple areas of Q Center. It gives objects an even, 360-degree coating made possible by the negative charge of the sprayed disinfectant solution as it exits the tool's nozzle and the positive charge of the surfaces it reaches. It effectively atomizes cleaning solutions in this way, using electrostatics to attach to and wrap around harmful microorganisms and remove them from surfaces, including those that are difficult to reach.

PUBLIC SPACES AND COMMUNAL AREAS

The frequency of cleaning and sanitizing has been increased in all public spaces with an emphasis on frequent contact surfaces including, but not limited to, front desk check-in counters, business center counters, computer kiosks, elevators and elevator buttons, door handles, public bathrooms, room keys and locks, ATMs, stair handrails, house phones, gym equipment, dining surfaces, and seating areas. Print magazine and hard copy informational documents will be discontinued throughout the property. The frequency of cleaning and sanitizing will also increase in high traffic back of house areas with an emphasis on the associate break rooms, restrooms, loading docks, offices, kitchens, etc.

GUEST ROOMS

Industry leading cleaning and sanitizing protocols are used to clean guest rooms, with particular attention paid to high-touch items including television remote controls, toilet seats and handles, door and furniture handles, water faucet handles, nightstands, telephones, in-room control panels, light switches, thermostats, alarm clocks, coffee machines, luggage racks, and flooring.

CLEANING PRODUCTS AND PROTOCOLS

SHARED EQUIPMENT

Shared tools and equipment will be sanitized before, during and after each shift or anytime the equipment is transferred to a new associate. This includes phones, radios, computers and other communication devices, payment terminals, kitchen implements, engineering tools, safety buttons, folios, cleaning equipment, keys, time clocks, and all other direct contact items used throughout Q Center. The use of shared food and beverage equipment in back of the house office pantries (including shared coffee brewers) will be discontinued.

ROOM RECOVERY PROTOCOL

In the event of presumptive case of COVID-19, the guest's room will be removed from service and quarantined. The guest room will not be returned to service until the case has been confirmed or cleared. In the event of a positive case, the room will only be returned to service after undergoing an enhanced sanitization and terminal cleaning protocol.

Every department will follow all the below cleaning, sanitizing and physical distancing protocols. Additional department standard operating procedures will be modified as necessary.

BUSINESS CENTER

Physical Distancing Protocol and Guest Considerations:

- Credit card chip and pin moved to front counter.
- Guest will be requested to place packages directly on lower business center counter.
- Encourage the use e-mail for all guest transactions.
- Offer kiosks for printing and completing any documentation instead of at counter. All packages will be placed in a Q Center shopping bag.
- Delivered guest packages will be placed outside the guest room; the delivery person will call the room and then wait six feet away to ensure the package is retrieved.

CONFERENCE SERVICES

Cleaning/Sanitizing Protocol:

- Soiled linens will be transported in plastic bags out of the meeting rooms to be cleaned.
- All classroom cleaning will utilize a new cleaner for hard surfaces and other high client contact areas Ecolab's "Peroxide Multi Cleaner and Disinfectant".4
- Items to clean and disinfect will include tables, chairs, tech equipment, and supplies (such as markers, pens, staplers and other supply box items), doors, walls, floors, and trash receptacles.
- A/V equipment, including microphones, projector remotes, rental laptops, computer mouse, volume dials on speakers, and power strips, will be wiped with sanitizing cloths at the end of each day. Guests are encouraged to wipe these items down frequently if used by multiple guests.

- Seating capacities and floor plans are to be reviewed on an event-by- event basis to ensure appropriate physical distancing that follows CDC guidelines.⁵
- Meeting and banquet set-up arrangements will allow for physical distancing between guests in all meetings and events based on CDC and state recommendations. ⁵
- Team will be provided with example floor plans to enforce physical distancing.
- Signage will be posted outside of meeting and events reminding guests of appropriate physical distancing guidelines.

FITNESS CENTER

The Fitness Center will remained closed until further notice. Upon reopening, the following procedures will be put in place:

- Fitness center cleaning schedule will be on a regular two hour circulation.
- Equipment will be spaced (or items not in use) to accommodate physical distancing regulations.
- Additional sanitation wipes and towels will be available for guest use.
- All sports equipment and bikes will be thoroughly sanitized prior to use and when returned from guests. This will include a complete sanitize and disinfecting chemical cleansing of item including bike helmets.
- Contact sports, such as basketball and soccer, will be put on hold until physical distancing allows close contact sports to resume.
- Reduced hours of operation will be observed in the fitness center (6:00 a.m. 9:00 p.m.) in order to maintain health and cleanliness standards.

FOOD AND BEVERAGE

Cleaning/Sanitizing Protocol:

- Service stations, service carts, beverage stations, counters, and handrails are to be sanitized at least once per hour and logged by a manager.
- Dining tables, bar tops, stools, and chairs to be sanitized after each use.
- Condiments are to be served in single use containers (either disposable or washed after each use). All self-serve condiments will be removed and available from servers.
- Check presenters, pagers, votive candles, pens, and all other reusable guest contact items will be sanitized after each use.
- Menus are to be single use and disposed after each use or laminated and disinfected after each use.
- Bar stations are to be sanitized each hour.
- Sanitize trays, service utensils, plates, glassware, etc. are to be washed after each use through high-temp dishwashing machines.
- Storage containers are to be sanitized before and after each use.
- Food preparation stations are to be sanitized at least once per hour.
- Kitchens are to be deep cleaned, disinfected and sanitized at least once per day.
- Food and beverage items being prepared are to be transferred to other associates using contactless methods (leaving on expediting tables, in hot boxes, on ladder racks, etc.).
- Deep disinfection and sanitizing of all food and beverage locations are to be completed overnight.
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FOOD AND BEVERAGE CONT.

Physical Distancing Protocol and Guest Considerations:

- Managers are to manage physical distancing and signage at entries, waiting areas and queues.
- Tables are to be utilized with appropriate physical distancing.
- Additional touchless hand sanitizer stations will be available.
- All disposable utensils (including coffee stir sticks) are to be changed over to one-at-a-time dispenser.
- All straws are to be wrapped.

DINING ROOM

Cleaning/Sanitizing Protocol:

- Rolled silverware will be distributed by the servers with the guest's meal.
- Action station cooking is to be suspended until further notice.
- Grab and go offerings will be removed. Items are available from servers only.
- All food is to be served by servers behind the buffets to eliminate self-serve options.
- All food and beverage items are to be placed on the table, counter, slot, or other surface instead of being handed directly to a quest.
- Single-use cups are to be used for beverage. Signage will state no refills and ask guests to use a fresh cup after each use. No guest-provided cups/bottles will be allowed.
- Sneeze guards are to be extended for increased protection.

- Additional quick serve coffee options to open based on demand and length of physically distanced lines.
- Plates and to-go containers are to be distributed by attendants
- Peak period queuing procedures to be implemented when seating is not immediately available (Conference Planning to work with clients directly).

RESTAURANTS (THE BRICK OVEN BISTRO/THE FOX BAR)

Cleaning/Sanitizing Protocol:

- POS terminals to be assigned to a single server where possible and sanitized between each user before and after each shift. If multiple servers are assigned to a POS terminal, servers will sanitize their hands after each use.
- Associates assigned to individual stations will sanitize their stations and equipment at least once per hour and at each change of shift.
- Bus runners will sanitize all doors, handles and high contact surfaces at least once per hour.

Physical Distancing Protocol and Guest Considerations:

- Service bars will be staffed to allow for appropriate physical distancing between employees.
- The Brick Oven Bistro and The Fox Bar will reduce seating capacities to allow for a minimum of six feet between each seated group/party of guests.
- Seating capacities will be enforced daily.
- Bar snacks will be served per individual guest and not shared by the table.

CATERING AND BANQUETS

Cleaning/Sanitizing Protocol:

- All shared equipment and event amenities are to be sanitized before and after each use, or be single use if not able to be sanitized (i.e. salt and pepper shakers, sugar caddies, center pieces, etc.).
- All linen is to be replaced after each use.
- Clean and soiled linens are to be transported in sealed single use plastic bags into and out of the event rooms.

CATERING AND BANQUETS CONT.

Physical Distancing Protocol and Guest Considerations:

- All buffet and self-serve style events to be suspended until further notice.
 - Some buffets may be available as served buffets (see Conference Planner).
 - Buffet menus may also be available as plated meals (see Conference Planner).
- All food and beverage items are to be individually plated and served.
- There are to be no pre-set salad, bread baskets or desserts.
- Water will be served by wait staff or bottled water can be added to the event.
- If the event is to be set as a served buffet, tables of guests will be invited to the buffet in small groups.
- Flatware is to be provided as a roll-up.
- Condiments are to be served in individual packets or sanitized containers.
- Se ating capacities and floor plans are to be reviewed on an event-by- event basis to ensure appropriate physical distancing that follows IDPH (Illinois Department of Public Health) and CDC guidelines.
- Service bars will be staffed to allow for appropriate physical distancing between employees.
- Touchless hand sanitizing stations will be available at all catered events.
- Ex amples of physically distanced floor plans will be made available for conference planning staff.
- Mo dified menus to showcase styles of service and items currently available will be created.

REFRESHMENT BREAKS

Cleaning/Sanitizing Protocol:

- All shared equipment and break amenities are to be sanitized before and after each use, or be single use if not able to be sanitized.
- Deep cleaning and sanitizing of the refreshment break areas are to be completed overnight.

- All common break areas will have maximum occupancies assigned. In the event the group's size outnumbers the break occupancy, additional break locations will be designated.
- All food and beverage items are to be individually wrapped or served by Q Center associates.

FRONT DESK SERVICES

Cleaning/Sanitizing Protocol:

- Scooters, wheelchairs and other guest amenities to be sanitized after each use.
- Bell cart carpets are to be covered with a cleanable, non-porous or disposable surface.
- The self-serve lobby coffee machine is to be sanitized at least once per hour.
- EMV credit card devices are to be placed on the front counter.
- Room keys are to be sanitized before stocking.

Physical Distancing Protocol and Guest Considerations:

- Restructure stanchions will be added to provide appropriate six-foot intervals.
- Lobby greeter will be added to provide guidance to arriving and departing guests and ensure physical distancing measures are followed when necessary.
- Guests will enter Q Center through automated doors at both entrances.
- Associates will not open the doors of cars or taxis.
- Limos will be thoroughly cleaned before and after each use.
- Transportation partners will comply with CDC guidelines regarding quantities of individuals per vehicle.

PROTECTIVE SERVICES

- Standard protocols will be followed unless a specific incident requires more invasive contact.
- Security Officers will provide assistance to maintain guest compliance with physical distancing protocols in guest queuing areas as required (including Welcome Center, dining room, common areas, etc.).

HOUSEKEEPING

Cleaning/Sanitizing Protocol and Guest Considerations:

- Carts and equipment to be sanitized at the start and end of each shift.
- Bathroom linens will be reduced to two towels and two wash clothes.
- During the guest stay, the room will remain undisturbed and should anything be needed, guests can contact guest services to request housekeeping delivery.
- All items stored on shelves in the housekeeping rooms will be covered and not exposed to the open air when not in use.
- Pillow protectors on the guest room beds are to be changed after each guest stay.
- Unopened toiletries and amenities/coffee supplies will be sanitized before use for the next guest.
- Bathroom linens will be reduced to one bath towel, one wash cloth and one bath mat at the shower, along with one hand towel and one wash cloth at the vanity. More towels will be provided upon request.
- All towels, used and unused, will be removed for laundering after each guest stay.
- One extra blanket will be provided in a sealed plastic bag. Used blankets will be removed for laundering.
- Q Center will no longer supply an extra pillow in the closet. Additional pillows will be available upon request.
- All reusable items (including note cards, magazines, note pads, etc.) will be removed. Bibles will be available upon request.
- Guest belongings will not be touched or moved.
- Thorough cleaning and sanitizing will occur using Ecolab Peroxide Multi Surface Cleaner and Disinfectant on all walls and flat surfaces, and general cleaner on mirrors will be done on each questroom.

PUBLIC AREAS

Cleaning/Sanitizing Protocol:

- Prior to re-opening, all public bathrooms will be thoroughly cleaned and sanitized, floors will be scrubbed and sprayed with electrostatic sprayer to complete the sanitation process. All surfaces will be cleaned and disinfected, including walls and all flat surfaces, cabinets, desks, tables, hanging lights, hand rails, switches, HVAC supply and returns, and all high touch areas.
- Cleaning frequency of all public bathrooms will be no less than three times daily (for areas in use only) to comply with disinfect guidelines. Cleaning will include sanitation of the vanity and high touch surfaces.
- Overnight cleaning of all public bathrooms will include complete sanitation of tiled walls, partitions, floors, vanities, and high touch points. An electrostatic sprayer will be used to supplement the sanitation process.
- Fabric furniture will undergo electrostatic spraying.
- Furniture areas will be appropriately spaced. Furniture may be removed as needed.
- Carpet will be extracted with a general disinfectant cleaner. A final spray using an electrostatic sprayer will be done to ensure all areas are sanitized.

REFERENCES

- 1: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html
- 2: https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html
- 3: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
- 4: Ecolab Non-Food Contact Peroxide Multi-surface solutions: this product is certified by the EPA as a Product with

Emerging Viral Pathogens AND Human Coronavirus claims for use against SARS-CoV-2. EPA Registration # 1677-238

5: https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html