

July 9, 2020

Fredericton Inn Conference Center  
1315 Regent Street  
Fredericton, NB  
E3C 1A1

COVID-19 Best Practices

Dear Guests,

As we embrace the new normal, your faith and confidence in our business is appreciated. The Fredericton Inn can provide a greeter if requested for your event/meeting. Each individual attending the event/meeting is to bring a mask for the occasions they will need them. The greeter will be behind a table with plexiglass or wearing a mask. Please be advised that effective July 8, 2020, Dept. Of Public Health requires that we have access to all names and telephone numbers of attendees of any meetings taking place at the Inn. Please ensure that you keep a record of such information in case there is a need to provide same.

### **Physical Distancing**

Tables have been configured and arranged so that each person is 6ft apart. Please do not move chairs or tables. If food and beverage has been ordered, tape has been placed 6ft apart on the floor to create a line at the food and beverage station(s). Clients are to line up and stay 6ft apart. Individuals are not to congregate in one area. Only one person to be inside each of the two smoking shelters on-site.

### **Hand and Respiratory Hygiene**

Hand sanitizer is available at each conference entrance. Each person must sanitize their hands upon entering. If food and beverage has been ordered, hand sanitizer stands will be positioned at the food station(s). Clients must sanitize before entering the food and beverage station and when they are finished eating. Masks will be required in all public spaces effective July 21, 2020. (ie. lobby, hallways, stairwells, washrooms, elevator etc.) excluding restaurants.

### **Cleaning and Disinfection**

All linens have been removed from tables. All hard surface (chairs, tables) are sanitized when set-up, morning of meeting start, and at the end of each day. Pens can be provided by the Inn and are sanitized when put on tables.