



Hotel Madison has implemented the following safety policies to ensure the wellness of our guests and associates:

- Hotel Madison associates are required to wear a surgical grade 3-ply mask.
- Hotel Madison associates are required to have their temperature taken before reporting to work. Any employee with a temperature over the State Safety Guidelines are not allowed to work and are instructed to see a physician.
- Group Attendees will abide by the requirements set by their organization as it relates to PPE. Hotel Madison is willing to provide surgical grade 3-ply mask and gloves to all attendees at each session upon request for additional fee.
- Hotel Madison is adhering to Virginia's "Safer at Home Guidelines".
- Hotel Madison will provide ample signage detailing current guidelines.
- Hotel Madison will provide an attendee to assist the host in taking guest temperatures before admittance. Any guest with a temperature over the State Safety Guidelines will not be allowed to attend the conference.
- Hotel Madison has a sanitizing and cleaning protocol with a checklist in place. The checklist is available for inspection by conference organizers upon request.
- Restroom surface sanitizing is done frequently by Hotel Madison and will be done after every breakout.
- Doorways to conference center are contactless motion sensors
- All buffets preordered before the Covid-19 pandemic will be automatically upgraded to a plated event at no additional cost.
- Individual bottled water will be served during breaks.
- Coffee breaks will be conducted by a Hotel Madison employee wearing gloves to avoid contact with coffee dispensers.

**COVID-19 RELEASE & HOLD HARMLESS AGREEMENT:** By registering and attending an event/meeting at Hotel Madison, you acknowledge that there is an unknown risk of exposure to COVID-19 through exposure to contaminated objects, as well as through personal contact. Such exposure carries with it a certain degree of risk that could result in illness, disability, or death. You agree to release and hold harmless Hotel Madison, its employees, officers, and vendors from and against all claims of damages and liability resulting from exposure to COVID-19. Registrants/Attendees also warrant they are abiding by their state/locality laws regarding COVID-19 restrictions.