



**Big "I" Fall Leadership Conference
Kansas City Marriott Downtown
Kansas City, Missouri
September 29 – October 3, 2021**

**Safety Precautions
As of September 2, 2021**

The safety of our meeting attendees is paramount. We are taking the following precautions, adhering to current Kansas City, Missouri [guidelines](#) and [CDC recommendations and checklists](#).

Acknowledgement of Enhanced Safety and Health Measures:

- Registration and attendance at, or participation in, the Big "I" Fall Leadership Conference in person constitutes an agreement by the registrant to abide by IIABA's and the host property's efforts to comply with current CDC recommendations (and any Kansas City, MO requirements) and to engage in certain health-and-safety-beneficial conduct while attending the event as requested by IIABA (including wearing a mask indoors even if vaccinated, engaging in appropriate physical distancing, not attending the event if feeling sick, showing certain symptoms or after being exposed to an individual with COVID-19).

Guidelines and Precautions

General Information

- All attendees are encouraged to bring their own personal protective equipment (e.g. masks and hand sanitizer) for their personal use.
- IIABA will provide attendees with complimentary masks and hand sanitizer in the registration area when name badges are picked-up. Any mask or hand sanitizer is provided "as-is" with no warranties or representations as to the quality or efficacy of these items.
- Name badges will be pre-stuffed in badge holders and a lanyard will be included in the name badge envelope.
- Ribbons will be present in the registration area but no other materials will be available.
- It's mandatory to accept the meeting waiver located on the event registration site prior to attending the meeting.

Face Mask and Social Distancing

- Due to our cooperative agreement with the meeting facilities, a mask covering both the nose and mouth will be required at all times while inside the hotel unless eating or drinking, or while in your guest room – this applies to everyone, vaccinated and unvaccinated.
- Please see [this link](#) for Kansas City's mask information.
- State and municipal health guidelines stress that, whenever possible, all persons should leave at least 6 feet (approximately 2 meters) of space to the person closest to them. Social distancing guidelines are prominently placed throughout the hotel.

General Hotel Cleanliness

- The hotel requires team members to wear face masks at all times – and additional personal protective equipment based on job specifications.
- In an effort to enable safe travel, Marriott supports the American Hotel & Lodging Association's recently expanded [Safe Stay Guidelines](#).
- Marriott has released its [Commitment to Clean](#) guidelines.
- The Kansas City Marriott Downtown [COVID-19 updates and what to expect at the hotel](#).
- Hotel staff members have wellness and temperature checks upon arrival.
- Touchless hand sanitizer stations are located around the hotel.
- Public bathrooms will be cleaned frequently (more than once an hour).

COVID-19 Response and Protocols

- If a guest begins to feel ill, he/she will be strongly encouraged to contact health authorities in order to be tested for COVID-19. Prior to and after being tested, a guest with a suspected or confirmed case will be required to remain in his/her guest room until the guest can depart from the hotel to return home or go to a medical facility. If a guest tests positive, the hotel strongly encourages the guest to seek a medical facility as the hotel is not designed or equipped to handle medical care. If a guest is under quarantine, the guest may reach out to the front office to talk through options for food delivery outside his/her guest room door. Once vacated, a room occupied by a guest who is suspected of having or has been diagnosed with COVID-19 will be removed from service to undergo a detailed cleaning protocol. The guest room will not be returned to service until the room has been disinfected, and consistent with the guidance issued by local health authorities.

Hospital:

North Kansas City Hospital
2800 Clay Edwards Drive
North Kansas City, MO 64116
(816) 691-2000
(3.9 miles from the hotel)

Trauma Center:

Truman Medical Center
2301 Holmes Street
Kansas City, MO 64108
(816) 404-1000
(1.2 miles from the hotel)

Urgent Care:

Concentra Urgent Care
200 Southwest Boulevard
Kansas City, MO 64108
(816) 842-1146
(.9 miles from the hotel)

Test Facilities:

Please review [this link](#) for all of the options.

Guest Rooms

- If you're a Marriott Bonvoy member, you'll be able to take advantage of the Marriott Bonvoy app. To become a Bonvoy member (free to join), please [click here](#).
- The following options are available via the [Marriott Bonvoy app](#) - please download to take advantage:
 - *Mobile check-in/check-out
 - *Mobile key
 - *Mobile dining
 - *Mobile guest requests
 - *Account access
 - *Points balance & earned rewards
 - *Hotel stay bill
- Every guest room is thoroughly cleaned and disinfected prior to your arrival. During your stay, hotel will not provide housekeeping automatically every day. If you wish to receive daily housekeeping refresh service, please let the guest services team know. They will be happy to schedule service according to your preferences. For a longer stay, your guest room will automatically be cleaned after every 6th night.
- Coffee makers and minifridges remain in guest rooms. All paper (menus, magazines, etc.) has been removed.
- Early check-in and late check-out will be *extremely* limited as housekeeping requires additional time to clean rooms in-between guests.

Meeting Spaces

- Meeting rooms are disinfected after each meeting. Please do not leave anything in the meeting rooms when you leave.
- Water stations are not available due to current recommendations. Bottled water will be available in event space if provided by the group or in the hotel's sundry shop located on the lobby level in the Marriott/West Tower.
- Social distancing signage is present.
- Pens and writing pads won't be available.

Meal Functions

- A meal served buffet style in the past will now have food stations and will be cafeteria style with hotel staff serving attendees (partitions and sneeze guards will be present).
- Some coffee stations will be staffed by hotel team members and others will be self-service. For those that are self-service, please use the paper provided to touch the coffee urn spigot.

Miscellaneous/Other

- Valet and self-parking will be available.
- Elevator information:
 - *Elevator button panels are disinfected at frequent intervals.
 - *4 guests will be allowed per elevator.