One of the most valuable lessons of our collective COVID-19 experience is the significance of being together. Connection, community, and collaboration have sustained us in countless ways, and this is true for us at Convene, too. Our entire community has shown remarkable resilience, compassion, and generosity with each other and beyond. We stayed apart for a time for the sake of our community, and in that time, we’ve reimagined the Convene experience for this new world, where health and safety are paramount.

Executing world class events has always been complicated, and we’ve honed our edge with 10+ years of experience creating fully customized events and delivering outstanding hospitality. We’re bringing that care and focus to bear on the new challenges the coronavirus presents, so we can continue to lead the way as your partner of choice for flawless events.

We’ve rethought our operations from the ground up and built a comprehensive operating plan to safeguard the health and wellbeing of our employees, members, and guests. This plan is the result of extensive consultation with medical experts, government officials, business leaders, our partners, and our team.

Our commitment to you is to create the safest, healthiest meeting spaces possible. We’re doing that in six main ways:

1. Enhancing our Hybrid Meetings platform that combines proprietary technology with safe on-site experiences
2. Implementing disclosures, active monitoring, and temperature checking
3. Frequent communication and transparency about evolving protocols
4. Redesigning our spaces to facilitate proper social distancing
5. Increasing cleaning and disinfection frequency, providing access to sanitation supplies, and improving the quality of air circulated through our spaces
6. Updating our service and hospitality standards

With the situation in flux and new complexity here to stay, the events industry continues to evolve, as well. Meeting venues and providers are challenged to protect health and safety in ways that we couldn’t have imagined just a few months ago. With our new operating standards, safety protocols, and continued focus on hospitality, Convene is poised to lead the industry in this new era.

We’ve always brought you world class meetings and events. Now, we’re making sure they’re the safest, too. With hospitality already deeply embedded in everything we do, we’re bringing health and safety measures into the same fold, creating seamless experiences that redefine hospitality to include the safety and health of all our members, guests, and employees.

As the situation develops, we’re continuing to consult with medical experts, implement guidelines from the CDC and local authorities, and update our protocols to follow evidence-based best practices. We’ll continue to communicate updates to our operating standards, processes, and procedures as we incorporate new guidance.

For now, all of us at Convene are greatly looking forward to welcoming you back to our spaces. Until then, take care of yourselves and one another.

Stay safe and healthy,

Amy
# Table of Contents

- Our Commitment to You & Our Employees · · · · · 3
- Hybrid Meetings · · · · · · · · · · · · · · · · · · · · · 4
- Disclosures, Active Monitoring, & Temperature Checking · 6
- Communication & Transparency · · · · · · · · · · · 8
- Design & Spatial Distancing · · · · · · · · · · · · · · · 9
- Pre-Arrival Planning · · · · · · · · · · · · · · · · · · · 11
- The Welcome Experience · · · · · · · · · · · · · · · · · 12
- Meeting Technology · · · · · · · · · · · · · · · · · · · 13
- Service & Hospitality · · · · · · · · · · · · · · · · · · · 14
- Disinfection & Cleaning · · · · · · · · · · · · · · · · · 17
- Measuring Success · · · · · · · · · · · · · · · · · · · 18
Our Commitment to You

Our world continues to change quickly. The way we meet, work, and host events is different, but we’re instilling the same intention and authenticity into the Convene experience that we always have. We’re making sure you’re as safe as possible in our spaces, so you can continue to enjoy the best meeting and event experience possible. Our commitment to you is that premium and safe are now synonymous, and Convene is where you can feel comfortable and at ease. In consultation with medical, legal, and government experts, we’ve entirely rewritten our operating standards to fit the new world we’re living in. We’re now designing and operating spaces where health and safety come first, without sacrificing the hospitality-driven experience that we’re known for.

Our Commitment to Our Employees

We’ve always placed people at the center of our company, and this time is no different. Our employees are the heart of our organization — they’re the living and breathing embodiment of our core values of GRIT: being genuine and relentless, having integrity, and working as a team.

As we reopen and bring our people back, we’re prioritizing the health and well being of our employees while balancing the need to meet and work in person again. We’ve reimagined how we staff and operate our locations. We’re providing complimentary personal protective equipment (PPE), access to health services like testing and active monitoring, and we’re communicating more.

- All employees have complimentary access to Eden Health. With this partnership, employees can receive diagnostic testing for COVID-19 and have access to physical and mental healthcare, both virtually and in-person. Additional resources, such as virtual healthcare, are available to all full-time employees covered by our United Healthcare plan.
- Convene’s progressive work-from-home policy minimizes risk when possible. We emphasize flexibility and trust our employees’ judgment to determine whether they need to be in the office on any given day.
- Convene is instituting best practices for employees and teams that must be on property by staggering start and end times, scheduling shorter work days, and rotating teams. Convene continues to lead with empathy and requires employees who feel ill to remain at home and get well, taking advantage of our enhanced sick-leave policy.
- Convene is implementing active monitoring for all employees. The process includes a screening questionnaire to assess symptoms and exposure, followed by temperature checks on arrival.
- Convene is providing medical-grade PPE to all Convene employees, along with guidance on how to use it properly.
Hybrid Meetings

As we adjust to the new ways to meet and attend events, Convene’s Hybrid Meeting solution pairs a premium in-person experience with a seamless virtual service. It’s a great way to help maintain a safe distance in the main meeting space while broadcasting the event to remote attendees. Hybrid Meetings combine the best of Convene’s physical hospitality experience with our new proprietary technology platform, supported by our best-in-class Virtual Meeting Producers to create exceptional hybrid events.

Industry-leading safety protocols
Our industry-leading safety standards create the safest locations and the safest workforce for the new way that we meet and work.

Hospitality expertise
With 10+ years of hospitality-driven meeting and event expertise, Convene delivers customized, world class experiences that delight both clients and participants.

Audience engagement
Event leaders can use rich interactivity features to engage virtual attendees and create a meaningful meeting experience for all participants.

Physical locations + digital platform
Only Convene is poised to provide a fully integrated meeting experience that combines our stunning physical spaces with our proprietary virtual event platform.

Broadcast to anyone, anywhere
Our virtual event platform connects event leaders to their audience no matter where they are. Attendees benefit from an inspired event at a Convene property, as well as the comfort of their home.

Seamless planning & production
In addition to our expert production team, our dedicated Virtual Meeting Producers curate all aspects of the event beforehand, provide live support to ensure flawless execution, and follow up with post-event support.
Minimizing Risk in Meeting Venues

There are many ways to reduce potential exposure to coronavirus indoors. We continue to work with our building partners to determine the most effective and feasible steps we can take to keep Convene properties safe and healthy.

The graphic below is a useful tool for contextualizing measures that may be taken to provide a safe meeting environment. Convene has carefully analyzed a range of options for providing a healthy environment for our employees, members, and guests. We’re confident that our new operating standards strike an effective balance between reducing exposure risk and providing the best meeting experience possible.

Reprinted with permission from "What Makes an Office Building ‘Healthy’" by Joseph G. Allen and John D. Macomber. hbr.org, April 29, 2020
Disclosures, Active Monitoring, & Temperature Checking

Convene is taking measures to ensure the health and safety of our employees, members, and guests through a combination of enhanced healthcare, testing, and screening protocols.

Enhanced Healthcare Partnership

In 2019, we announced our partnership with Eden Health, the leading direct-to-employer provider of primary care, mental health services, and benefits navigation. Eden Health has introduced several new services that empower employers to make evidence-based, medically informed decisions to support the health of all employees, whether still working on-site, working remotely, or returning to the workplace.

Eden Health is providing dedicated medical directors to Convene to direct and manage employees’ healthcare, supported by daily protocols that include active remote monitoring, virtual triage and treatment, diagnostic testing, and coordinated care.

Employee Testing

Our goal is to have the safest workforce in the industry. To help us meet that goal, we require all Convene employees to be tested for current COVID-19 infection before returning to work on a consistent basis. Employees must disclose positive COVID-19 tests to Convene immediately and are not permitted to return to work until cleared to do so by their doctor. Eden Health aggregates employee data and reports it to Convene, upholding all HIPAA and legal requirements.
Active Monitoring

Convene is implementing a combination of active monitoring protocols to protect the health and safety of all Convene employees, members, and guests. Before arriving at Convene, employees, members, and guests must complete a quick, yes/no questionnaire about current symptoms and potential exposure. Our web-based screener includes disclosure forms that allow information to be shared confidentially.

Anyone who has an elevated temperature or answers “yes” to any question is advised to stay home and is not permitted to enter Convene. If their event has a virtual component, Meetings participants can still attend remotely via our new, proprietary digital platform.

Temperature Checking

Upon arriving at a Convene property, you can expect one, or both, of the following:

- A touch-free temperature scan at the lobby-level entrance of the Convene location. Our building partners administer lobby-level temperature checks according to best practices and building policy, and procedures may vary between Convene locations.

- A touch-free temperature scan at the Welcome Desk of the Convene property.

Our goal for screening and transparency is to build trust in our community and comfort in our environment. We may implement additional measures, such as contact tracing, subject to CDC guidance and availability.

Vendor, Contractor, & Visitor Standards

Vendors, contractors, and visitors must adhere to the same standards that apply to our employees, members, and guests, including but not limited to, completing a short self-screening questionnaire, passing touch-free temperature scans, and wearing PPE. All visits must be pre-arranged with an on-site contact at Convene. Where necessary, Convene may decide to limit the number of visitors on site at any given time. Convene will communicate these changes to vendors, contractors, members, and event planners as they occur.
Communication & Transparency

With the health of our employees, members, and guests at stake, we believe that communication and transparency are of the utmost importance. We ask that everyone visiting Convene adopts a stance of reciprocal responsibility so that we can protect the health and wellbeing of our entire community. This entails a set of shared expectations for how each person behaves on site.

New Social Contract

Convene is committed to reducing risk of exposure and maintaining a healthy environment. We realize risk cannot be completely eliminated, and we’re relying on a collective effort to maintain a safe place for everyone in our spaces.

Before arriving, all Meetings participants will receive our new Social Contract, outlining etiquette and space use guidelines that encourage participation in protocols to achieve the highest standards of health, safety, and cleanliness in our spaces. We rely on the thoughtfulness of every individual to embrace social distancing and follow the occupancy and spatial use guidelines throughout. In collaborative partnership, we’re all responsible for keeping each other safe.

Disclosure of COVID-19 Exposure

Convene Employees

We require any Convene employee who tests positive for COVID-19 to disclose their status to their People & Culture lead immediately. That employee is not permitted to return to any Convene location for a minimum of 14 days or until they’ve been cleared to do so by their doctor.

Meeting Participants

Planners must provide contact information for all participants to facilitate our required screening, disclosure, and tracing protocols. Prior to arrival, each participant must agree to our updated Social Contract and complete our web-based screener. Completing these items determines each participant’s ability to attend the event in-person or via our digital platform.

Positive Cases of COVID-19

Should a Convene employee, member, guest, or Meetings participant test positive for COVID-19, Convene will share this information, as well as all contact and space usage, with employees, members, and event contacts for any groups who were in contact. The identity of all confirmed positive cases will remain confidential. Convene will take all necessary steps in our confirmed-case best practices, up to and including deep cleaning, disinfection, and temporary closures. Anyone who tests positive for COVID-19 should not return to any Convene location until they have made a full recovery, been cleared to return by their doctor, and waited a minimum of 14 days since their positive test results.

Presumptive Cases of COVID-19

Should a Convene employee or Meetings participant exhibit any symptoms that lead them to suspect they may have contracted COVID-19, or if they have had contact with anyone they believe has COVID-19, they should reach out to their People & Culture lead or event planner, respectively, to determine next steps. Anyone exhibiting any symptoms should not return to any Convene location until they have been cleared to do so by their doctor or have been symptom-free for 14 days.
Design & Spatial Distancing

Our plan considers all aspects of our spaces, standards, and practices, as well as evolving local and federal guidance on gatherings, to continue to deliver the premium meeting and event experience Convene is known for in the safest way possible in this new era. We’ve already made many updates to help ensure the health and safety of our members, guests, and employees.

We’ve adopted a strategic spacing policy in all common areas and meeting spaces. We have removed furniture to optimize layouts and updated signage with spacing guidelines. Directional markers encourage one-way circulation, and floor markers in high-traffic areas indicate recommended safe distances.

Common Area Spacing & Usage Standards

<table>
<thead>
<tr>
<th>Foot Traffic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation paths are marked on floors to prevent traffic congestion and avoid bottlenecks.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Booths</th>
</tr>
</thead>
<tbody>
<tr>
<td>With phone booths temporarily out of service, planners are encouraged to reserve vacant meeting rooms for private conversations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated signage indicates the maximum occupancy of spaces, whether tables are available for use, and if an area is off-limits while it’s being cleaned. In addition, cleaning schedules are posted and updated after each cleaning. Floor markers direct one-way circulation to reduce contact in shared spaces, and spacing reminders in high-traffic areas indicate safe distances.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Respite Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planners can reserve respite rooms for prayer, meditation, and nursing mothers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table Distancing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tables are labeled with the max occupancy per table. Larger tables that may fit more people are marked to maintain six feet of distance.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elevators</th>
</tr>
</thead>
<tbody>
<tr>
<td>While Convene doesn’t control the elevator experience, we are staying abreast of new elevator capacities as determined by our building partners’ best practices and policies. These capacities take several factors into consideration, including elevator car size, number of elevator cars, time of day, and number of users.</td>
</tr>
</tbody>
</table>
Meeting Planning & Setup

Convene is taking measures to ensure the safety and wellbeing of all Meetings participants. We’re assessing the capacity of our spaces, implementing social distancing measures, and developing best practices for attendee flow. We’ll continue to fine-tune our layouts, planning guidelines, and setup options as guidance for meetings and events becomes available.

All Meetings and gallery spaces have been configured to maintain six feet of space between attendees, presenters, exhibitors, and Convene team members. Our talented production team works with planners to create the best layouts, signage, and furniture sets to optimize event capacity and flow.

| Spatial Distancing, Capacity, & Hybrid Meetings
New spatial distancing requirements to prioritize safety have reduced our previous room capacities. Hybrid Meeting offerings are available to virtually supplement these lower physical capacities.

| Meals & Breaks
All meal service is individually packaged and sealed in sustainable, single-use containers with condiments and utensils.

| Cleaning Standards
All Meetings spaces are cleaned and sanitized before each meeting, and our team will also make a sweep of the room during breaks. We ask attendees to use the same chair and table throughout the day. Sanitizer, wipes, and other cleaning supplies are located in all meeting spaces; these items are also available at the Welcome Desk.

| Multiple Meetings
When multiple meetings take place at the same location, we’ll schedule meetings to limit overlap, including staggered start and end times, lunches, and breakout sessions. We’ll also release attendees for meals table by table to prevent congestion.
Pre-Arrival Planning

Creating the safest and healthiest meeting environment possible requires thoughtful preparation every step of the way. Convene’s new pre-arrival procedures help protect the health of all parties, pave the way for participants’ smooth arrival, and ensure that all deliveries and supplies are in place.

Screening

Pre-arrival screening protects everyone’s health, facilitates the best arrival experience, and helps meetings and events get off to a timely start.

- Planners provide participants’ contact information to facilitate screening and tracing only. This data is stored on our secure servers and will not be shared.
- Participants agree to our updated Social Contract and complete our web-based screener to assess symptoms and potential exposure. Participants are either cleared to attend their event in person or are advised to stay home and attend the event via our digital platform, if the event has virtual components.
- Cleared participants receive a touch-free temperature scan on arrival.

Vendors

All event vendors and contractors follow the same health and safety protocols that are in place for Convene employees, members, and guests.

- Prior to arrival, complete our web-based screener to assess symptoms and potential exposure
- Receive a touch-free temperature scan on arrival
- Wear PPE at all times on site

All event vendor and contractor visits must be pre-arranged with a Convene contact on site.

Deliveries

Convene adheres to new safety procedures issued by the CDC for all packages and shipments, including packages sent by meeting planners, vendor shipments, and other event-related deliveries. All client packages will be stored at a dedicated pickup station and managed by Convene team members only.
The Welcome Experience

With great care and consideration, Convene is ready to continue our tradition of delivering outstanding hospitality in this new environment, and we’re excited to welcome you back to our spaces. Our new welcome experience streamlines arrival for Meetings participants while prioritizing the wellbeing of the entire Convene community.

We and our building partners have customized arrival procedures at each property to ensure the health and safety of all employees, members, and guests. Our best practices for building entry include:

- Signage indicating safe distances and traffic flow
- Plexiglass partitions at reception and security desks in lobbies that have retail or ground floor access to Convene
- Masks in building lobbies and in all Convene properties
- Touch-free temperature scans in building lobbies
- Checking government-issued ID

Convene will stagger check-in times and reserve elevator banks when possible to keep traffic moving and prevent congestion. On arrival at Convene:

- Signage and screens direct Meetings participants to the Welcome Desk. Floor markers indicate safe distances.
- We’ll check ID and confirm “cleared” status from the pre-arrival screening.
- Kiosks and handheld temperature scanners facilitate touch-free temperature checks.
- Participants receive a badge for entry to the meeting space, where they can register for their event. Participants who are not cleared to enter can attend their event via our digital platform, if the program has virtual components.
- Coat and bag checking is on hold for now, so we ask all Meetings participants to keep their belongings with them or to store their items in our coat closets.
Meeting Technology

Flawless technology and execution have long been hallmarks of Convene Meetings. We’ve made several changes and enhancements to continue to create a premium meeting experience for all participants.

- Capability to broadcast general sessions in multiple rooms.
- For Q&A, Slido is offered as an alternative to passing microphones to participants.
- High-touch equipment such as mixers, remote controls, and video switches are cleaned continually with alcohol-based sanitizer throughout all events.
- Handheld microphones are discouraged due to their inherent high-touch nature. If speakers must use a handheld mic, foam wind screens will be used and changed for each speaker, and presenters must wear gloves.
- Antimicrobial screen protectors have been added to all iPads and touch screens. We clean them frequently and replace them regularly.
- Lecterns will be cleaned between each speaker. Our production team will help planners account for this time in their program schedule.
- Lavalier microphones are labeled and pre-packaged for each speaker, with one use per day. Convene disinfects these mics according to manufacturer protocols at the end of each day and replaces windscreens regularly. In addition to regular PPE worn by all Convene team members, our technology specialists wear a face shield when attaching and testing speakers’ lavaliere mics.
- Markers are prepackaged and available based on the number of meeting participants. Cleaning supplies are available throughout meeting spaces to disinfect markers between users.
Service & Hospitality

Food & Beverage

Convene is passionate about delivering memorable experiences with our creative, healthy, and contemporary cuisine, which adheres to new safety guidelines. Our on-site kitchens consider every palate and dietary preference to offer fresh, farm-to-table Perfect Plates that replenish your energy. Perfect Plates are designed menus that support all dietary preferences and food allergies, contain high-quality, nutritious ingredients, and never include tree nuts or shellfish. For maximum health and safety, all breaks and meals are individually packaged, labeled, and sealed. When necessary to partner with local caterers, our chefs collaborate closely with the catering kitchen to execute menus that meet our Perfect Plates standards and new safety guidelines.

Food Preparation

We hold our kitchens to the highest standards of sanitation and cleanliness and maintain a Health Department score of “A” at every Convene kitchen. In addition, we partner only with vendors who provide consistent, high-quality ingredients. Like us, these partners thrive on building customer and community relationships. Part of giving back and being a trusted community member is being committed to everyone’s health and safety.

We and our partners adhere to all best practices in producing our farm-to-table Perfect Plates, including following all safety guidelines and DOH standards, using gloves and masks, washing hands frequently, and ensuring that our on-site culinary teams practice social distancing and limit any exposure in our kitchens.

Following CDC guidelines, all bulk food deliveries undergo strict disinfection procedures before preparation. This includes all perishables, prepackaged items, canned goods, and Nourish items.
Meals & Breaks

We continue to deliver the highest quality cuisine for the enjoyment of our guests. Creative, healthy meal and break offerings are individually packaged, labeled, and sealed, complete with single-use sustainably sourced cutlery, condiments, and an antiseptic wipe. Our team takes great precautions in preparing and delivering food directly to your meeting to minimize exposure en route from our kitchen.

In place of buffets, elegant Bento boxes now comprise a premium salad, sandwich or plated hot entree, side, and dessert. Menus vary by day of the week and include premium protein and vegetarian options, made from scratch from the best, responsibly sourced ingredients by our chefs. Sealed boxes are delivered directly to your meeting space and arranged with proper spacing and traffic flow for safe, easy pickup.

Receptions

We’ve reimagined receptions to take the utmost care and consideration for all Meetings participants. Spacious layouts make plenty of room for guests, with designated areas for ordering drinks and picking up plated appetizers. “Painter’s palette” plates include a feature that holds a drink, reducing the need for tables and mitigating congestion. Chairs and personal tables are set with appropriate distance in networking nooks.

Additional hors d’oeuvres are arranged in separate zones, available to guests on small plates for optimum hygiene, and replenished by Convene table hosts. Our team is always on hand to remove used plates, glasses, and utensils quickly.

Nourish

Every Convene space features Nourish stations stocked with coffee and refreshments. Nourish has been updated to include single-use disposable items, individually wrapped condiments, hand sanitizer, wipes, and gloves.

Our fresh gourmet coffees, teas, and a mix of healthy and prepackaged snacks are still available to keep each meeting on track and every visitor content. Spa water has been removed for the time being, but still and sparkling waters remain available on tap.
Environmental Communication

New signage and visual cues throughout our spaces support our updated hospitality standards and community wellbeing. These changes promote human connection, interaction, and spatial awareness, all through the lens of precautionary health measures.

Directional Guidance
Floor markings indicate six-foot distancing and directional traffic flow at the Welcome Desk, registration area, and in shared spaces. Signs and screens communicate helpful information, such as meeting locations and schedules.

Signage
New signage throughout our spaces highlights our updated health and safety standards, distancing guidelines, directional guidance, and space capacities. Graphics include floor, door, and glass signage, as well as table decals and stands.

Frequent Updates
The Convene team posts updates on recent cleanings, Nourish offerings, and the increased availability of cleaning supplies, such as wipes and sanitizer.
Cleaning, Disinfection, & Indoor Air Quality

Creating and maintaining a safe and healthy meeting environment has always been a top priority for Convene. We already clean our spaces daily and deep clean regularly, and now our updated and enhanced cleaning program incorporates new health and safety measures.

### Personal Protective Equipment

As part of our enhanced health and safety initiatives, we require all Convene employees, members, guests, contractors, and vendors to wear PPE.

- Our Convene operations team is required to wear medical-grade masks and gloves while working.
- Members, guests, contractors, and vendors are required to wear masks at all times.

PPE stations at the Welcome Desk supply limited PPE in case a member, guest, vendor, or contractor needs it, but we encourage individuals to supply their own preferred PPE, especially masks.

### Meetings & Events

- Continuous cleaning of high-touch surfaces during events, including doors, surfaces, handrails, and equipment.
- During breaks, Convene team members will make a full sweep of the meeting space for additional cleaning.
- Deep cleaning and disinfection after each event.
- Hand sanitizer, disinfecting wipes, and cleaning supplies are conveniently located in all meeting spaces.
- Sanitized resource trays and additional cleaning supplies are available at the Welcome Desk by request.

### Shared Spaces

- Hourly cleaning of shared spaces, galleries, and restrooms.
- Weekly deep cleaning and disinfection of shared spaces, galleries, and restrooms.
- Extra attention and cleaning for all high-touch areas and items. Our cleaning program uses hospital-grade, EPA-registered disinfectants.
- Sanitizing supplies, including antibacterial wipes, hand sanitizer, and cleaning supplies, for all Convene members and guests.

### Indoor Air Quality

Indoor air quality depends on multiple factors, including base building systems, fresh air exchanges, and local HVAC design and filtration systems. Every building and system is different, and each requires varying solutions, levels of attention, and time to address. Convene's initial approach focuses on what we can influence within our own walls.

- Air filtration in local HVAC systems is being updated to include up to MERV 13 filters or bipolar ionization systems.
- Convene continues to integrate biophilic design into our built environment as an added organic measure.
Measuring Success

The chart below represents how healthy buildings may be measured. While we won’t measure all these indicators immediately, we will measure the indirect and direct effectiveness of our efforts by tracking adherence to our updated standards, utilization of our spaces and tools, ongoing sentiment of our employees and guests, and indoor air quality performance.

Cleaning Frequency & Communication
Track and report adherence to standards and staff training

Daily Occupancy Metrics
Track utilization by our employees, members, and guests to make sure we’re following local occupancy guidelines

Active Monitoring Practices
Track and report participation in active monitoring

Employee & Guest Sentiment
Update our NPS surveys to allow clients to report sentiment, safety, and concerns

Indoor Air Quality Monitoring
Particulates, humidity, and organic/inorganic gases

Ongoing Commissioning
Establish commissioning schedule and track results

Health Performance Indicators

HPIs can be divided into four quadrants according to the timing of indicators and what they measure.

DIRECT INDICATORS
Measure the employees & guests

LEADING INDICATORS
Happen before impact

Employee & guest happiness
Employee & guest complaints
Data collected from personal digital devices
Sentiment analysis

ILLNESS TRENDS
Total sick days
How employees & guests perceive their health
Healthcare costs

BUILDING DESIGN
Building composition
Ventilation
Continuous commissioning

Space utilization
Building audits
How employees & guests perceive the building
Retroactive commissioning

INDIRECT INDICATORS
Measure the building

LAGGING INDICATORS
Happen after impact

Building design
Building composition
Ventilation
Continuous commissioning

Data collected from personal digital devices
Sentiment analysis

Employee & guest complaints

Healthcare costs

Updates to Our Plans

We’re living in an uncertain time, and the world’s response to the pandemic is changing every day. As the situation evolves, we continue to consult with medical experts, government officials, and local authorities to update our protocols and adjust our operating plan. We’re committed to following the most up to date evidence-based best practices to safeguard the health of our employees, members, and guests.

We’re in This Together

The health and safety of our entire community is at the forefront of our mind as we prepare to welcome you back to meetings and events. We’ve rethought our operations from before you arrive on property to when you return home. We’re relying on the commitment of everyone in our spaces to maintain a safe and healthy place to gather. Acting on our shared responsibility is the heart of implementing these changes and protecting each others’ wellbeing. We’re dedicated to upholding the high standards we’ve set while showing you the new expression of hospitality at Convene.

Without a doubt, COVID-19 is changing how we work and meet, and we’re here to assure you that our premium spaces, hospitality, and experiences are now also the safest. Welcome back.

Thoughts, comments, or questions? Reach out today.
info@convene.com

convene