

Thank you for your reservation. We look forward to hosting you at the ILC. For your safety and the safety of our employees, we respectfully ask that you follow all ILC guidelines.

Meeting host/guest will be asked to register guests for their meeting at the ILC before their guests can stay for the meeting.

- Please arrive 30 minutes before your meeting is scheduled to begin to go over the registration protocol with ILC staff
- Ensure guests sign in on the registration log
- Ask all guests to complete a Self-Declaration Health Assessment form provided by the ILC
- Collect health assessments (to be completed at registration)
- Read and record temperatures of all meeting guests with thermometer provided by the ILC
- **Meeting attendance restricted to 10 guests.** Additional guests will not be allowed to attend the meeting once capacity has been met
- In order to keep all of our guests and employees safe, any guests displaying a fever, coughing or other symptoms related to COVID-19 will be asked to leave the ILC immediately

Guests are asked to comply with the following

- Wear a protective face covering while at the ILC (Protective face masks will be provided, if needed)
- Follow registration procedures for attending a meeting at the ILC
- Follow physical distancing guidelines and traffic flow patterns
- Leave the building as soon as meetings are over

NOTE: If a visitor cannot tolerate wearing a face covering or following the requirements above, we would respectfully ask them to not attend meetings at this time.

General Information

- Please bring your own water bottle or coffee-Water bottles can be refilled
- Kitchen access restricted to use of sink only
- Coffee bar, pop purchases, and all catering services are closed

Documents outlining the MPHI COVID-19 Preparedness and Response Plan can be found on the ILC website <https://conferencecenter.mphi.org/>. These include the Self Declaration Health Assessment form and MPHI procedures in the event of a positive COVID incident. If you have any questions, please contact us at ilc@mphi.org or 517-324-8326.