



## SAFE MEETINGS 2020

We hope this letter finds you and your organization in good health. Our meetings community has been through a lot over the past couple of months, and all of us are looking forward to resuming business. While many things have changed, one thing has remained the same at Old Kinderhook: our commitment to our guests and staff.

We have followed guidelines from our local, state, and federal governments as well as the CDC. We have taken the opportunity to adjust a few of our practices during this time to ensure the safety of our guests and staff members. For example:

- We will have sanitizer stations available near all of our meeting rooms.
- We will maximize our meeting spaces to accommodate safe social distancing between guests, tables, and chairs.
- We have options for indoor/outdoor space for receptions, breakout spaces, and more.
- We have a 72" TV available for video conferencing projection.
- Our meeting rooms will be thoroughly cleaned and sanitized after meetings and during any breaks.
- We will be serving plated meals with no contact options available.
- Our serving staff will be wearing gloves during service times and continued hand washing at all times.
- All staff members will have their temperature taken before each shift.

We look forward to seeing you again soon, and are happy to answer any questions you may have about the steps we take to keep every guest and staff member safe. Please see our website for more information at [oldkinderhook.com](http://oldkinderhook.com).

