



World Trade Centre Edmonton
 #600-9900 Jasper Avenue
 Edmonton, AB, T5J 1P7
 780.426.4620
booking@edmontonchamber.com

The Edmonton Chamber of Commerce is a proud participant of the [POST Promise](#) campaign (People Outside Safely Together). As we take the necessary steps to help prevent the spread of COVID-19, we are committed to the following practices in the World Trade Centre Edmonton building and facilities:

- Maintaining a physical distance of 2 metres; wearing a mask in public spaces or where 2 metres is difficult
- Practicing good hand hygiene; washing hands frequently for at least 20 seconds with warm water and soap
- Isolate and stay home if feeling sick
- Practice respiratory etiquette; directing cough or sneeze into a bent elbow
- Enhanced sanitation procedures including cleaning and disinfecting frequently touched objects and surfaces

Our professional cleaning staff are qualified to use hospital-grade cleaning and disinfecting agents daily with increased attention to high-touch areas.

Conference staff are certified in food handling and safety, and follow rigorous protocols for hand washing, hygiene, and personal protective equipment (PPE).

The health and safety of guests and staff is our top priority. In addition to the bulleted practices above, please read the below policies and procedures for the World Trade Centre Edmonton building and facilities. These policies must be adhered to by all guests.

<p>Prior to Arrival</p>	<p>To support public health tracing efforts, a document outlining the names and phone numbers of all guests will be provided to the booking representative prior to their event. This document must be completed and returned to booking@edmontonchamber.com at least 2 business days prior to the event.</p>
<p>Onsite Sanitization</p>	<p>Our team is dedicated to upholding high standards of hygiene and cleanliness procedures. All tables, chairs and high touch areas are thoroughly cleaned and disinfected between events.</p>
<p>Upon Arrival</p>	<p>Please wear a face mask before entering the building. A mask is required in public spaces of the building, including the lobby, washrooms, conference floor common spaces, and the elevators.</p> <p>Please follow physical distancing requirements and maximum elevator occupancy of 2 masked occupants.</p> <p>Upon arriving on the conference floor, please check-in at the reception desk before proceeding to your conference room. Here, we will also be conducting non-invasive temperature checks to assist with screening.</p>



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Physical Distancing	<p>Conference facilities have been rearranged to adhere to physical distancing requirements. Please refrain from moving furniture including chairs and tables.</p> <p>In locations where 2 metres of distance is difficult, please follow floor directional arrows identifying a clear one-direction flow of traffic.</p>
Mask Use	<p>While a mask is required in all common spaces of the World Trade Centre Edmonton, once parties are situated in their boardroom, while a mask is encouraged, mask use is at discretion of the party.</p> <p>However, as guests exit their conference room, a face mask must be worn.</p>
Hand Hygiene	<p>Hand sanitizer dispensers are present as you enter the building, the conference centre floor, and in each boardroom. Please use these regularly.</p>
Washrooms	<p>Washroom signage promoting physical distancing and stating maximum capacity of one (1) individual per washroom. If the washroom is occupied, please wait at a safe distance until available.</p>
Coat Check	<p>Coat check services are currently unavailable. Please only bring essential items and keep your personal belongings with you.</p>
Seventh Floor	<p>No guests or unauthorized personnel shall access the 7th floor.</p>
Beverage Station	<p>When using the beverage station, please use the provided hand sanitizer before and after each use. External coffee and water bottles are not permitted at this time.</p>
Meals	<p>Food and beverage options will adhere to government regulations. Our catering partners will be providing individual meals; buffet self-service is currently unavailable.</p> <p>When catering arrives, guests in small masked groups and while maintaining 2 metres distance, will be asked to go get their meal and bring it back into their conference room to enjoy.</p> <p>Once you have finished your meal, please dispose of your garbage in the bins located outside the conference room.</p>



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Audio Visual	Please allow conference staff to adjust all onsite audio-visual equipment.
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Health and safety in these times requires action from all members of the community. You can have confidence that we are taking the necessary steps to provide a safe meeting space for you and your guests.

The Edmonton Chamber of Commerce has put preventative measures in place to reduce the spread of COVID-19. The Edmonton Chamber of Commerce holds no responsibility for associated risks of your involvement with your conference room rental. By entering the World Trade Centre Edmonton, you understand and assume responsibility for the risks of your participation; therefore waiving any liability of the Edmonton Chamber of Commerce and building.