

## **Holiday Inn Express & Suites**

As a general outlook, we here at the Holiday Inn Express & Suites are following the guidelines set forth by the Boone County Covid-19 Health guidelines. More specifically, we are limiting our meeting spaces to 50% of their normal capacity. We can now fit a maximum of 150 guests, or 75 with the room split in two. We are also practicing social distancing in the meeting spaces by ensuring tables and chairs are spaced apart properly to allow the meeting to function well, while also keeping the attendees safe. IHG has passed down to us some new cleaning/sanitation guidelines as well that I will highlight for you:

- Social Distancing signage is placed at all entry points and protective barriers such as masks and gloves are being used at the front desk.
- Hand Sanitizer stations are placed in high traffic areas such as the main lobby.
- Employee temperatures are being checked each day before clocking in to better monitor the health of our staff.
- Our hotel has appointed one of our housekeepers to be our IHG "Clean Champion," whose job it is to monitor our adherence to the new cleanliness and sanitation guidelines.
- Changes have also been made with our housekeeping staff handling the cleaning of stay-over reservations to limit the number of times they must go in a room that could potentially be contaminated with the virus.
- Mobile check in and check out is now offered to limit the amount of touching that a guest would normally have to do when checking in such as grabbing a pen or pressing buttons on the card reader.
- We also offer guest packaged sanitation kits including wipes, sanitizer and a face mask.

### **Contact:**

Sales & Event Coordinator  
Holiday Inn Express & Suites  
1402 Cinnamon Hill Lane  
Columbia, MO 65201  
Phone: (573) 442-8034 ext. 5006