



UNIVERSITY EVENTS AND GUEST SERVICES

WELCOME REMINDERS FOR GROUP PLANNERS/STAFF AND GUESTS

as of September 10, 2020

Health and Safety Protocols

- **As put forth by the CDC, mandated by the State of Illinois and in accordance with the Archdiocese of Chicago, the three Ws must be followed:**
 - **Wear your mask.**
 - Masks must be worn at **all times** when on campus and in all public areas including in the outdoor spaces.
 - Masks can be removed when eating or drinking, if you are the presenter in your meeting space, or you are in your own sleeping quarters.
 - **Wash your hands frequently.**
 - Frequent handwashing, of at least 20 second each time, is encouraged to help mitigate the spread through high touch areas.
 - Hand sanitization stations are located in the Sleeping Lodge, Meeting Hall and Dining Room.
 - **Watch your distance.**
 - Maintaining 6 ft social distance should be emphasized.

Prior to Arrival

- VISITORS GUIDE and CAMPUS MAP – UEGS encourages the event point of contact (POC) to share the Visitors Guide and CAMPUS MAP with your guests or attendees prior to their arrival to allow them to become familiar with the campus facilities and our guest policies. These materials are available in a PDF that can be easily attached to confirmation emails or posted on your event website. If you do not have a set, your event planner can provide you with them.

Arrivals

- Entrance is only through the roadway from Highway 45 and not through the gates at Route 176.
- The guest parking is in the Purple Parking lot. See attached campus map.
- If you need help with transporting materials or boxes into the Conference Center Meeting Hall, please let your event planner know and a transportation wagon will be arranged for you to be received upon arrival.

Campus Access

We encourage you to enjoy your beautiful campus. Please note a few items:

- A walk around the lake is a 5K. If you jog or walk after dark or in the morning, please obtain a safety vest from the Front Desk.
- Please stay on the paved roadways and do not venture off into the woods for your safety.
- We have plenty of prayer gardens around campus for you to enjoy.
- As you walk around campus, please note that you may see "private" signs. These are for the faculty and students only. We ask you to help us honor this space as their home.

Group Name

Initial and Date



UNIVERSITY EVENTS AND GUEST SERVICES

- As you walk around, you may notice the “gym.” Please note that this is just a basketball court and is **reserved for seminarians only, but is also closed during this time.**
- During the pandemic, the Library, McEssy Theological Center and the Chapel of the Immaculate Conception will remain closed.

Conference Center Meeting Hall

- Meeting rooms have been changed based on state mandates and health standards. Configurations of the spaces cannot be changed or altered.
- Meeting rooms have been set to keep 6 ft between attendees.
- We encourage the group POC to assign seating or ask attendees to keep the same seat throughout the duration of the meeting.
- A sanitization kit with cleaning product and paper towels will be provided in each meeting room for your use throughout the day.
- This product is safe to use on all surfaces and can be handled without gloves.
- Each morning before your session begins, your meeting room and the public areas of the Meeting Hall will be sanitized with an electrostatic sprayer and cleaner.
- If you would like the windows in your meeting room to be open, please contact your planner by phone call or text. Do not open these on your own as they are quite heavy.
- Regarding the temperature of your meeting space:
 - As a reminder, you can control the AC in your room between 68 and 72 degrees. Your planner will review how to do this from the panel in your meeting space.
 - For heat, all meeting spaces have radiator heat. The radiators will be turned on in mid-October and are controlled by the knobs at the base of each. Your meeting planner will show you how to control the heat in your space.
- Please note that in both instances of either AC or the radiators, 20 minutes to a ½ hour must be allowed to see an adjustment in the temperature of the room – depending on the size of the room and the number of persons in the space.
- Regarding the use of the Conference Center Coffee Room, during this time, this space may only be used as a quiet room. Tables have been arranged for social distancing with one person per table. Guests may read, write, use their computers, etc., in this space. However, food service of any kind will be suspended in this room until further notice.
- Within the Conference Center Coffee Room, the beverage bar has been equipped with sneeze protectors and an provides a selection of coffee, teas, juices, water and soda during your meeting.
- Guests **are asked not to reuse their cups and/or use their own drinking vessels or water bottles** for health and safety reasons.

Conference Center Lodge

- If you are staying overnight, please remember that check-in time is at 4:00 p.m.
- Contactless check in and checkout processes have been provided and can be found in each sleeping room.

Group Name

Initial and Date



UNIVERSITY EVENTS AND GUEST SERVICES

- Your group POC will provide you with your sleeping room number prior to your arrival on campus.
- When you depart, thank you for following the in-room instructions for checkout.
- Checkout time is 11:00 a.m.
- Guests should bring their own toiletries and hair dryer. All linens are supplied.
- Please note that the quiet hours on campus are from 11:00 p.m. to 7:00 a.m.
- Our Front Desk, should you need any assistance, is open from:
 - 9:30 a.m. – 9:00 p.m. Monday through Thursday
 - 8:00 a.m. to 11:00 p.m. on Friday and Saturday
 - 7:00 a.m. – 9:00 p.m. on Sunday
- The Conference Center Chapel, located on the second floor of the Conference Center Lodge, is open to conference center guests for private prayer and reflection during posted hours. There is a sanitization station located in the Chapel. Each guest is asked to sanitize your area upon departure.
- The Conference Center Living Room, located on the first floor of the Conference Center Lodge, is open when guests are present, but has limited seating.
- Seating is marked to keep 6 ft. social distancing and can be identified by the signage within the space.
- Please note that the beverage station in the Conference Center Living Room is closed for the duration. No outside food or beverage may be brought into this area.
- Room Keys – When checking in for an overnight stay, each guest will be given the following:
 - A key for their sleeping room.
 - An access card for entry into the Lodge, which can be used during the times between 11:00p.m. and 7:00 a.m.
 - A meal card to be scanned at the dining hall for each meal purchased during their stay.
 - All three keys must be left on the desk in your room at checkout (11:00 a.m.) or the following charges will apply:
 - \$100 for the room key as the lock has to be replaced.
 - \$10 for the building access pass.
 - \$25 for the meal pass.
 - The group point of contact will be notified for all unreturned keys or passes immediately so that these can be quickly recovered. If they are unable to be returned, charges will apply to the final invoice for the group.

Dining

- If you are an overnight guest, please take your room key with the dining tag on it to the dining hall with you. You will scan this for your meal.
- If you are part of a day group, you will be provided with meal cards to distribute to your group. They will present these to the attendee when they go for their meal.

Group Name

Initial and Date



UNIVERSITY EVENTS AND GUEST SERVICES

- Your mealtimes have been pre-arranged with the dining hall staff. We thank you for honoring these and for sharing these with your guests so we can ensure good service for all groups on campus.
 - Mealtimes for Monday – Saturday are:
 - Breakfast 7:00 a.m. – 8:00 a.m.
 - Lunch 1:00 p.m. – 2:00 p.m.
 - Dinner 6:30 p.m. – 7:30 p.m.
 - Mealtimes for Sunday are:
 - Breakfast Prearranged with your event planner.
 - Brunch 11:30 a.m. – 12:30 p.m.
 - Dinner 6:30 p.m. – 7:30 p.m.
- As you enter the dining hall, there will be two lines “green” or “blue” to help with expediting service and maintaining separation. Please follow the arrows for each respective color as they will direct you to the “grab and go” meal options. You will scan your dining card at the cashier station.
- During this time, all meal options will be individually packaged and be served as “grab and go.”
- Once you have your meal selection, dining options include:
 - Sitting on the south side of the dining hall as marked by the social distance seating.
 - Sitting in the outside in the outdoor dining tent, at the picnic tables or another outdoor seating area. **Please ensure all disposables and refuse gets placed into a trash receptacle.**
 - Returning to the meeting space or sleeping room.
- Please remember that **no outside food and beverage is permitted** in the Conference Center Meeting Hall or Conference Center Lodge due to state health regulations.

Other

- WIFI is available to you and your guests while on campus. Access information cards can be provided to you by your planner or Front Desk associate. If you have any questions access this system, please let us know.
- Phone number to know:
 - Front Desk: 847-970-4908
 - Public Safety: 847-970-4815
 - Event Planner - Elaine LaMarre: 224-422-7816

Group Name

Initial and Date