

March 4, 2020

Dear DLCC Guests:

The David L. Lawrence Convention Center is closely monitoring the latest developments regarding the Coronavirus (COVID-19) globally and any impact it may have on our day-to-day operations. The health and safety of our guests and employees is our top priority.

Through public health organizations such as, the Center for Disease Control (CDC) and the World Health Organization (WHO) we are staying abreast of the latest updates and developments as they occur. We will continue to be guided by the prevention and best practices recommendations of these organizations, in conjunction with our local public health officials.

Our local staff is also being supported by ASM Global corporate resources to ensure that we implement operational best practices throughout our network of facilities.

**BOMA COVID-19 Preparedness Checklist**

[Checklist Link](#)

**CDC Stop The Spread Of Germs Poster**

[CDC Poster Link](#)

**CDC Wash Your Hands Poster**

[CDC Poster 2](#)

**The following are operational practices we have put into place:**

- Increasing signage outlining advisable precautions (e.g. hand washing – see links above)
- Ensuring supplies are well stocked in restrooms
- Increase frequency of cleaning high traffic areas of the venue with disinfectant (door handles, escalator handrails, elevator buttons, etc.)

We look forward to hosting your event and will continue to work with you to provide you with the most up to date information possible. Please feel free to reach out to me directly if you wish to further discuss.

Sincerely,

Tim Muldoon  
General Manager