



Dear American Bankruptcy Institute Attendees,

Due to the recent issues surrounding the Coronavirus, as a precaution we have introduced enhanced prevention measures and cleaning protocols to ensure the highest safety standards. Our actions are consistent with guidelines from the Centers for Disease Control (CDC), best practices within the hospitality industry and our Corporate risk management team.

The CDC continues to emphasize that, at this time, the Coronavirus poses little immediate risk of exposure to most people in the U.S. The well-being of our guests and associates is a top priority. While we don't foresee any issues with your event, we are monitoring the situation very closely and are prepared to take additional steps as new information and best practices emerge.

Steps we have taken to date:

- Educated our managers and associates per guidelines and information provided by the Centers for Disease Control (CDC) which included:
  - What You Need to Know About Coronavirus
  - What to Do if You Are Sick with Coronavirus
  - Stop The Spread of Germs
  - Symptoms of Coronavirus

Contained within this information are reminders for associates on proper hand hygiene, what the symptoms look like, to stay home if sick and the importance of properly cleaning high-touch surfaces.

To support the communication of the above information, posters have been placed in all associate areas.

- Enhanced hotel cleaning guidelines specific to Coronavirus have been created by our partners at Ecolab which is being used to retrain staff. This includes increasing frequency with which public areas are cleaned.
- Associates are being retrained on the proper use of personal protective equipment to include gloves, goggles and masks.
- Antibacterial soap has been provided in all public area bathrooms and associate locker rooms and hand sanitizer stations have been placed in public areas.

We hope that the above measures address any concerns regarding the proper handling of the Coronavirus situation.