



March 10, 2020

Hello NE PDA friends,

David Chesney and Sean Marcsisin, our March 11th speakers, are looking forward to presenting valuable information to you on Wednesday.

The Cambridge Hyatt is looking forward to hosting you with free parking.

The NE PDA sponsors – Masy BioServices, Berkshire Sterile Manufacturing, Boston Analytical, Cambrex, ICQ, Lyophilization Technology, CAI, Ecolab, Particle Measuring Systems, Pharmalex, Rapid Micro BioSystems, and Wilco are looking forward to sharing their products and services with you.

The coronavirus is the unwelcomed guest – and we are doing our best to make sure it doesn't come in uninvited.

The NE PDA board is sharing measures we are taking to prevent the spread of the virus at our Dinner Meeting on March 11th at the Cambridge Hyatt.

We reached out to the Hyatt to identify measures they are taking throughout their hotel to protect their guests (they shared their plan, see page 2).

Dinner will be set for 8 per table instead of 10 or 12 to give more personal space to our guests.

We will encourage attendees to frequently and thoroughly wash their hands, and will identify where the bathroom facilities are located (by the escalators).

We will also encourage no handshakes, no personal contact and no sharing. We will remind attendees that providing personal space is prudent.

Please stay home if you are ill. Any attendee that arrives with visible symptoms will be asked to go home. We respect the advice of the CDC to prevent the spread.

One more piece of confusion to clear up – we advertised this meeting to start 30 minutes later due to other hotel events, but that has changed and we will be starting our registration and sponsor hour at 5:30pm as we usually do. Dinner will be served at 6:30 as usual.

If you have any questions please let me know. If you decide to not attend (and miss these great presentations) please let me know. We appreciate your consideration of your fellow NE PDA members.

Warm regards,

Laurie Masiello, NE PDA President

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Hyatt Preventative Steps

We continuously monitor information from the CDC and the World Health Organization, and have implemented several measures to address Coronavirus concerns, including the development of this guide and conducting training about Coronavirus to educate hotel associates. Our hotel maintains rigorous hygiene steps, including frequent cleaning of public areas.

Outlined below are Hyatt's current protocols regarding hand hygiene, which are consistent with the current guidance from the CDC and WHO.

Hand Hygiene

Hand hygiene is critical to help reduce and control Coronavirus outbreaks. This is a primary transmission mode, and washing well and often is the best control.

1. Wash hands vigorously with an antimicrobial hand wash and very warm water for at least 20 seconds. Rinse under running water.
2. Dry hands thoroughly.
3. Use disposable towels when touching surfaces such as faucet and door handles on a hand washing sink.

Wash hands:

- When hands are visibly soiled
- Before and after eating or using tobacco
- After using the restroom
- After touching any part of the body
- Before putting on gloves and after removing gloves

When to use a waterless hand antiseptic/sanitizer:

- Use hand antiseptic/sanitizer only after washing hands
- Only when hands are not visibly soiled
- Before putting on gloves and after removing gloves

Hand sanitizers are installed in public and employee restrooms to encourage use and assist in decreasing spread of germs.

Trash cans are posted inside the door of public restrooms so people exiting the restroom using a paper towel to open the door can drop the paper towel in the trash.

Current hotel cleaning supplies are stocked based on existing information. Cleaning of high touch areas of hotels continues as appropriate.

Ecolab cleaning supplies will continue to be used.

If there is reason to believe that someone at our location has been diagnosed with Coronavirus, we do the following:

- Close or block off the affected area or department.
- Contact the Health Department and wait until the area has been officially cleared for use.
- Contact our corporate Risk Management to report the incident.

Suspected Outbreak

If Coronavirus is suspected at our hotel, the Health Department may order the temporary quarantine or closure of the hotel.

Plans to relocate guests should begin as soon as Coronavirus is suspected.

- The Regional Senior Vice President of Operations and Risk Management at Corporate Office are contacted.
- Leadership Committee emergency meeting is held.
- Director of Operation's Office at The Reservation Center is contacted to put the center on standby.
- Nearby hotels are contacted to determine guestroom and function room availability. Generate an arrival list for guests and groups that are due to arrive in the next seven days.
- Health Department is contacted when a decision will be made regarding potential closure of the hotel and how long hotel has to remain closed.
- Our designated vendor to deep clean the hotel is contacted.
- Masks and disposable gloves are provided for guests and associates.
- Additional in-house drivers are scheduled and if needed Transportation companies that could move guests to new hotels are located.