

# CARIBE CLEAN

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GUIDE TO SAFE MEETINGS AND CONVENTIONS



CARIBE ROYALE  
O R L A N D O

# Welcome from Caribe Royale Orlando

We take standards for hygiene and cleanliness very seriously and are taking additional steps to ensure the safety of our guests and associates. As we continue to navigate this “new normal” we look to various health agencies, locally, nationally, and globally to source the most up-to-date information to maintain a healthy environment.

We have created this operations guide to address all health and safety concerns of our guests and associates alike. This has been a challenging period, and re-establishing a workplace where associates feel comfortable performing their jobs safely is of the utmost importance to the Caribe Royale.

Daily, we are working diligently to ensure that we meet the latest guidance on hygiene and cleaning. Our health and safety measures are designed to address a broad spectrum of viruses, including COVID-19, and include everything from handwashing hygiene and cleaning product specifications to guest room and common area cleaning procedures.

Thank You,

Amaury Piedra  
Managing Director



Together, we can  
keep you and  
our staff safe.

# Convention Center and Meeting Rooms

## Thank You For Practicing Social Distancing.

Together, we can stay  
healthy and stop the spread.



Keep 6 feet apart from others.



Avoid physical contact  
like handshakes and hugs.



Stay clear of crowds, especially  
in the company of children or  
those over 65.



Avoid contact with anyone  
who is sick.

- All guest and staff will be required to wear a face mask in the convention center. Additionally, all hotel staff are required to do a daily temperature check prior to their shift.
- Hand sanitizer stations will be available throughout the meeting space.
- These spaces will be organized to conform to the recommended social distancing of 6 feet.
- Hotel signage for practicing social distancing will be placed throughout the convention center (sample on the left).
- Clearly marked entrances and exists will be defined to create one-way routes in and out of the meeting space.
- Hotel will take additional precautions to sanitize the space (see next slide for more details).

# Cleaning and Sanitizing

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01

Sanitize frequently touched surfaces within the venue at least daily or between uses as much as possible

02

Single use items (pads, pens) will be available where needed

03

Table linen will be replaced each day for the following day where applicable

04

Soiled linen will be placed in designated linen bins to avoid cross contamination

# Registration Desk and Area

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- Eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as floor clings.
- We recommend group offer online attendance options in addition to in-person attendance to help reduce the number of attendees in line.
- Hotel can provide rope and stanchions at registration to help with physical distancing.
- Hotel will provide a touchless hand sanitizer at registration.

# Food Functions

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- Several options of upgraded touchless boxed meals, individually prepackaged coffee breaks and reception food items, have been created.
- Plexiglass guards will be used on all buffets where applicable.
- Meal functions will be set at 72in rounds of 5 guests whenever possible.
- Water with a dedicated covering will be preset on the table for plated functions. As an alternative, bottled water at each place setting is available at a reduced cost.



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Don't forget!  
Wash your hands for at  
least 20 seconds to help  
stop the spread of germs.

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# Food Functions

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- Condiments can be in individual packets.
- All functions will utilize rolled silverware.
- Plated functions will be served with plate covers on; servers will remove the covers once the plate has been served.
- For buffet style service the hotel will provide disposable gloves for attendees to ensure clean surfaces.



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# Food Functions

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- Buffets set 1 per 75 with adequate spacing for queues.
- Allow for separation of components (condiments, coffee, food) to encourage physical distancing and flow.
- For reception, scattered highboys and cocktail tables spaced 6 feet apart.
- Bars set 1 per 75 with adequate spacing for queues.
- Banquet staff will wear masks and hand gloves.



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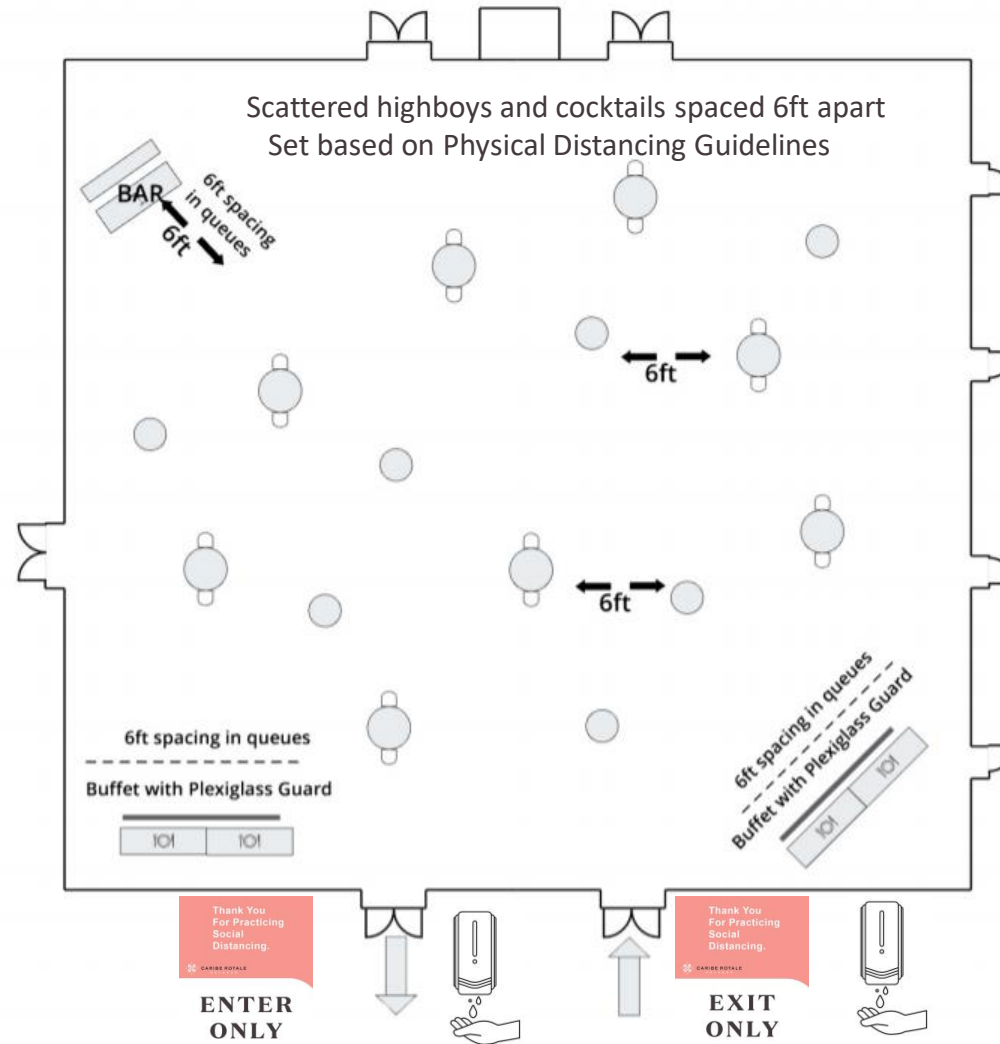


# RECEPTION

ORANGE COUNTY  
MANDATES FACE  
MASKS MUST BE  
WORN AT ALL  
TIMES IN PUBLIC  
PLACES.



Together, we can  
keep you and  
our staff safe.



- Bars 1 per 75, Tables 6ft Apart
- Hand sanitizer at key access points
- Visible hotel signage
- Clearly identified entrance and exit

# Meeting Room Sets

**THIS ROOM  
HAS BEEN  
CLEANED AND  
DISINFECTED FOR  
YOUR SAFETY.**



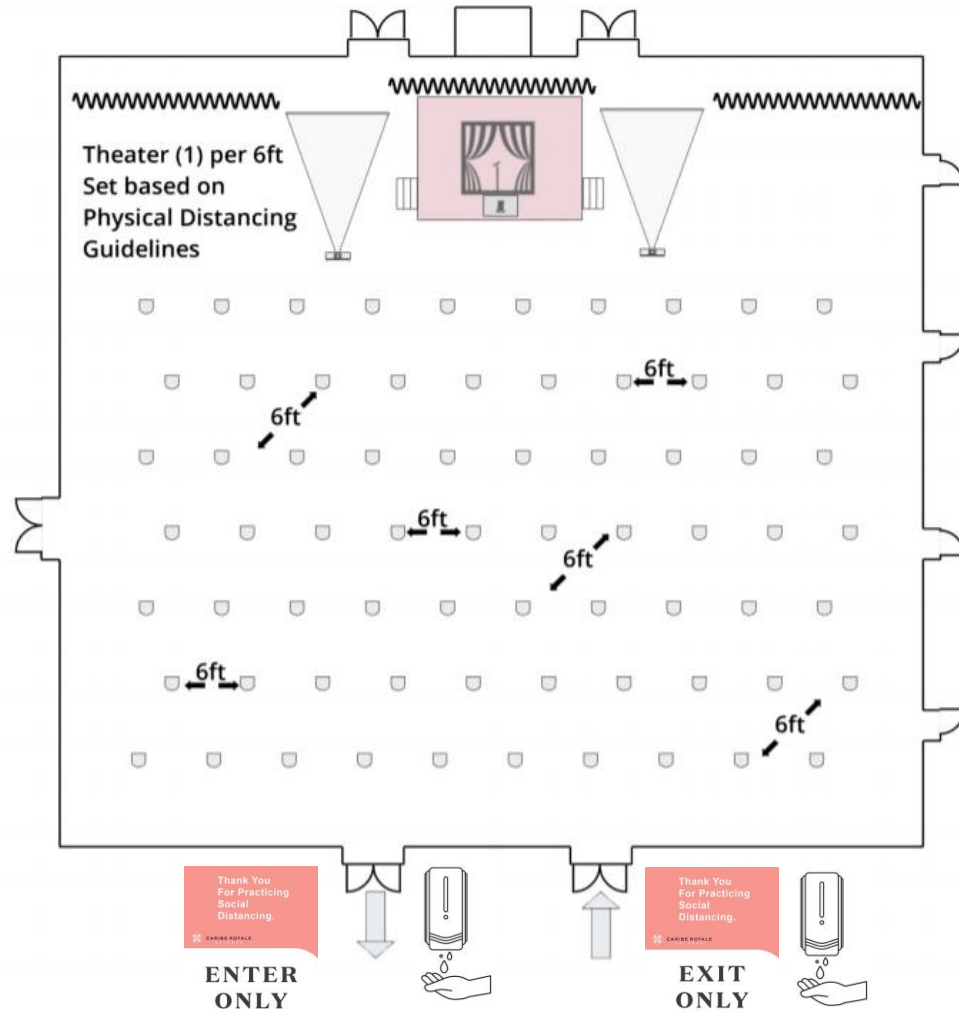
- Utilizing theater/pod style sets whenever possible will be encouraged.
- Seating will be spaced out 1 per 6-foot table for theater, classroom, conference, u-shape, and/or hollow-square.
- Seating will be spaced out 5 per 72in round.
- Water stations will now have touchless spigots and disposable cups.
- In lieu of water stations, bottled water is available for purchase at a reduced cost and can be placed at each seat.
- One time use of pads and pens in meeting rooms.

# THEATER

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MANDATES FACE  
MASKS MUST BE  
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Together, we can  
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- 1 chair every 6ft
- Hand sanitizer at key access points
- Visible hotel signage
- Clearly identified entrance and exit

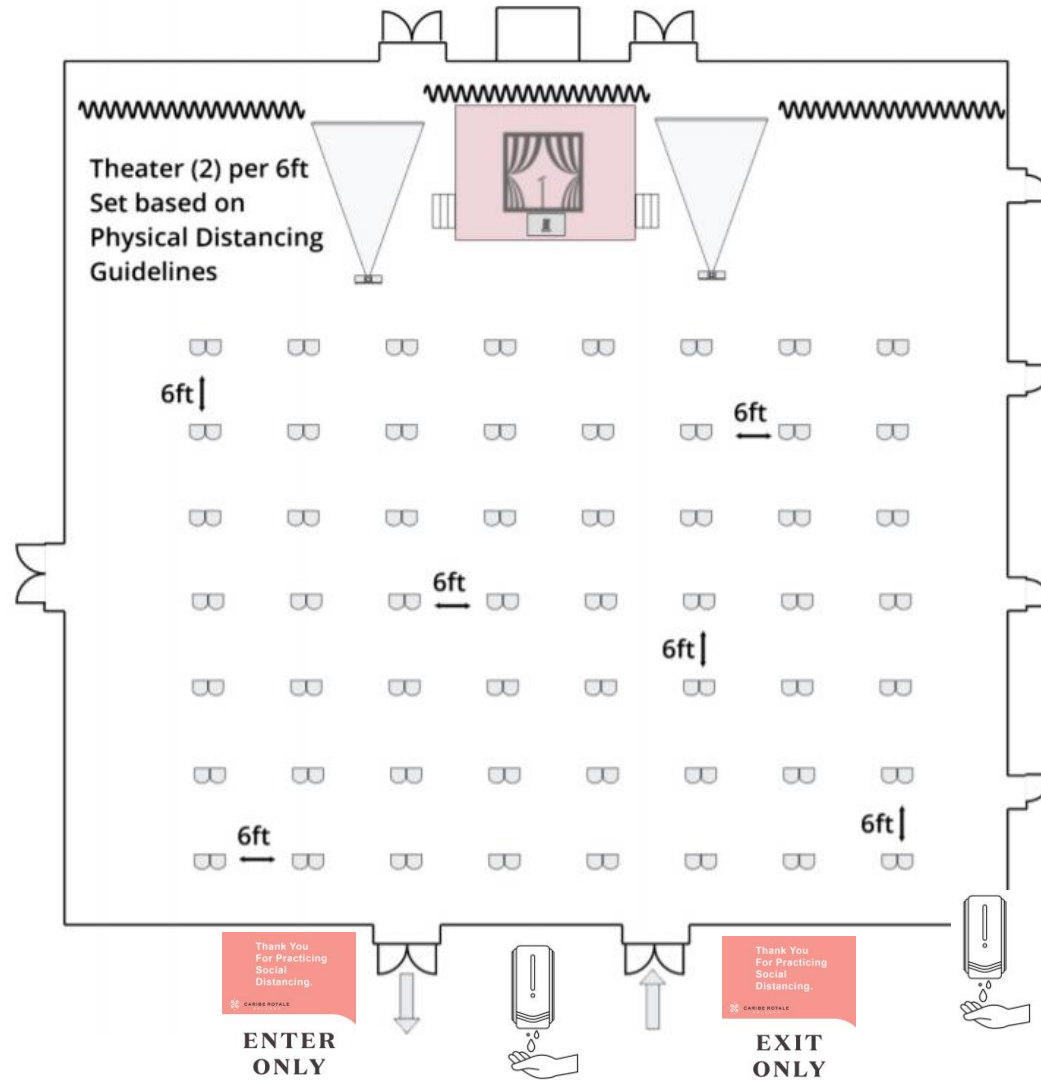
# THEATER/ PODS

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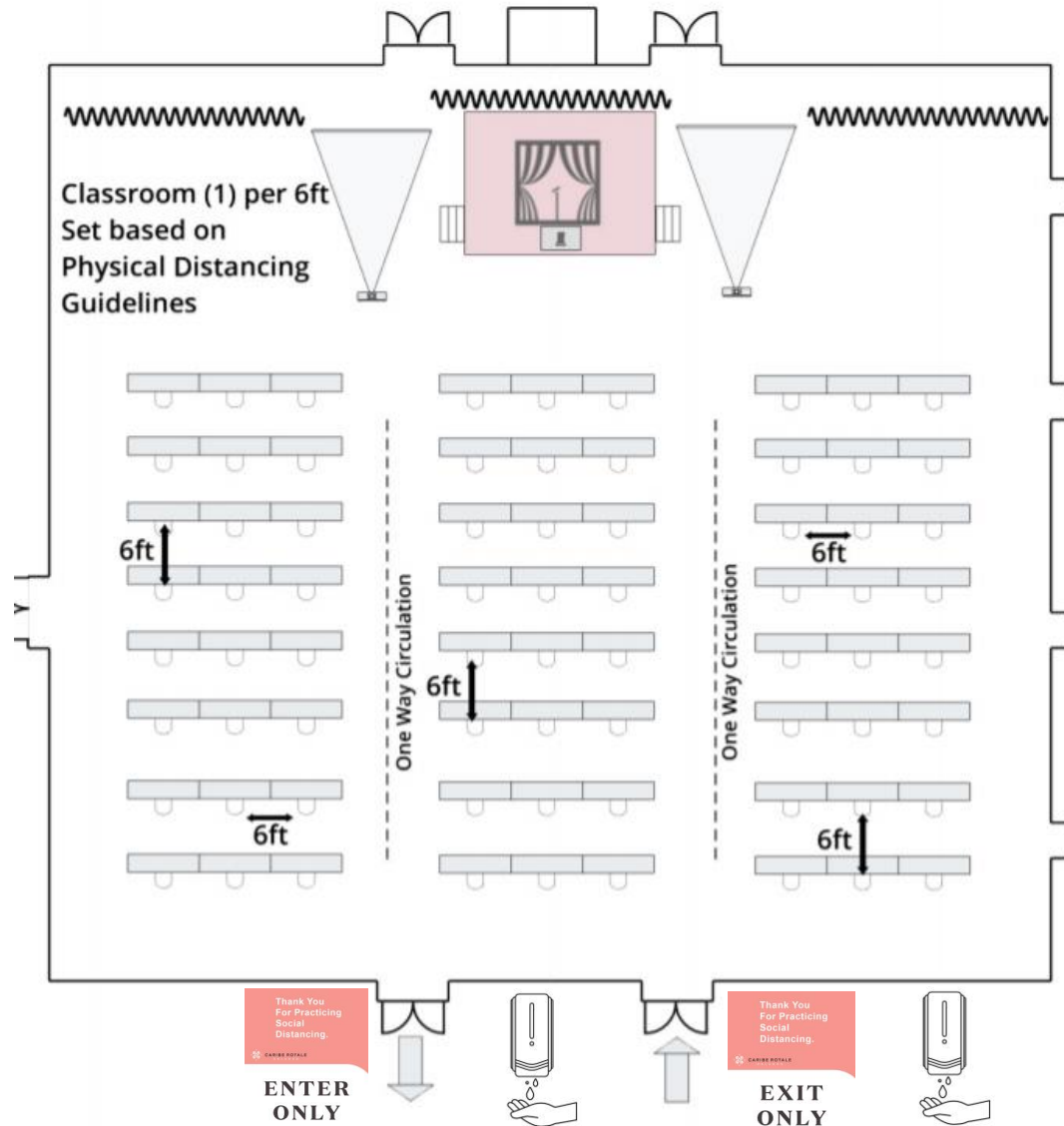
- 2 chairs every 6ft
- Hand sanitizer at key access points
- Visible hotel signage
- Clearly identified entrance and exit

# CLASSROOM

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MANDATES FACE  
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Together, we can  
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- 1 chair every 6ft x 18in
- Hand sanitizer at key access points
- Visible hotel signage
- Clearly identified entrance and exit

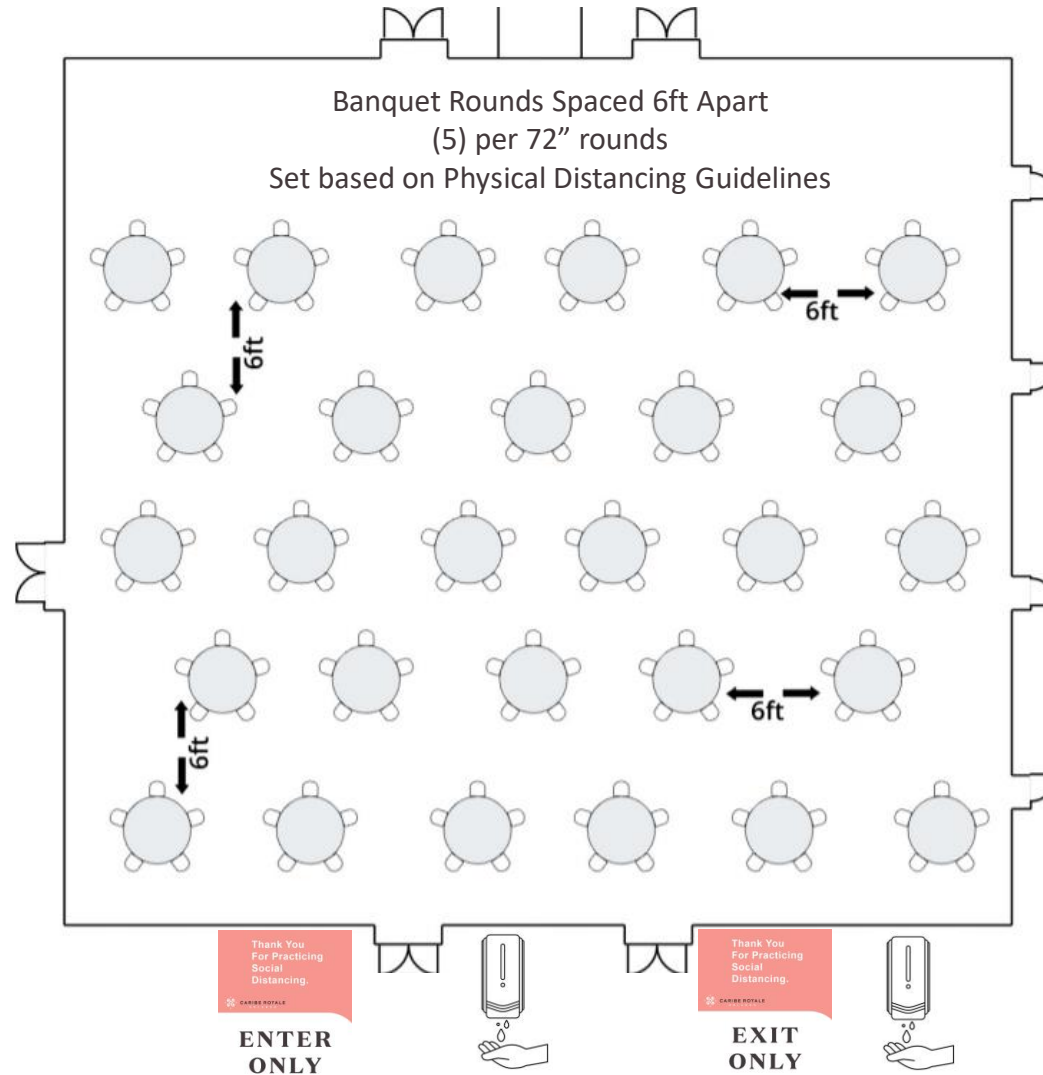
# BANQUET

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CARIBE ROYALE  
HOTEL & RESORTS

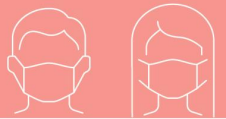
Together, we can  
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- 5 chairs per 72in
- Hand sanitizer at key access points
- Visible hotel signage
- Clearly identified entrance and exit

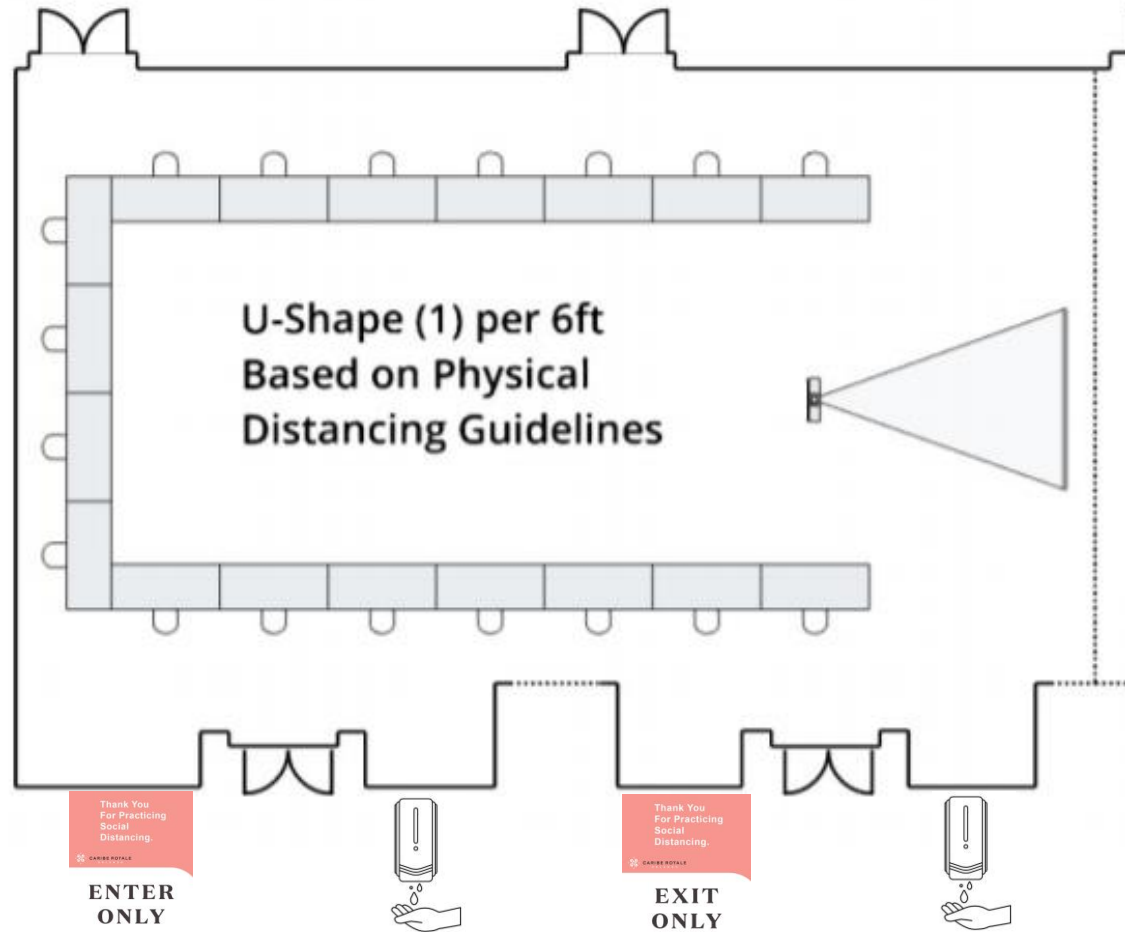
# U-SHAPE

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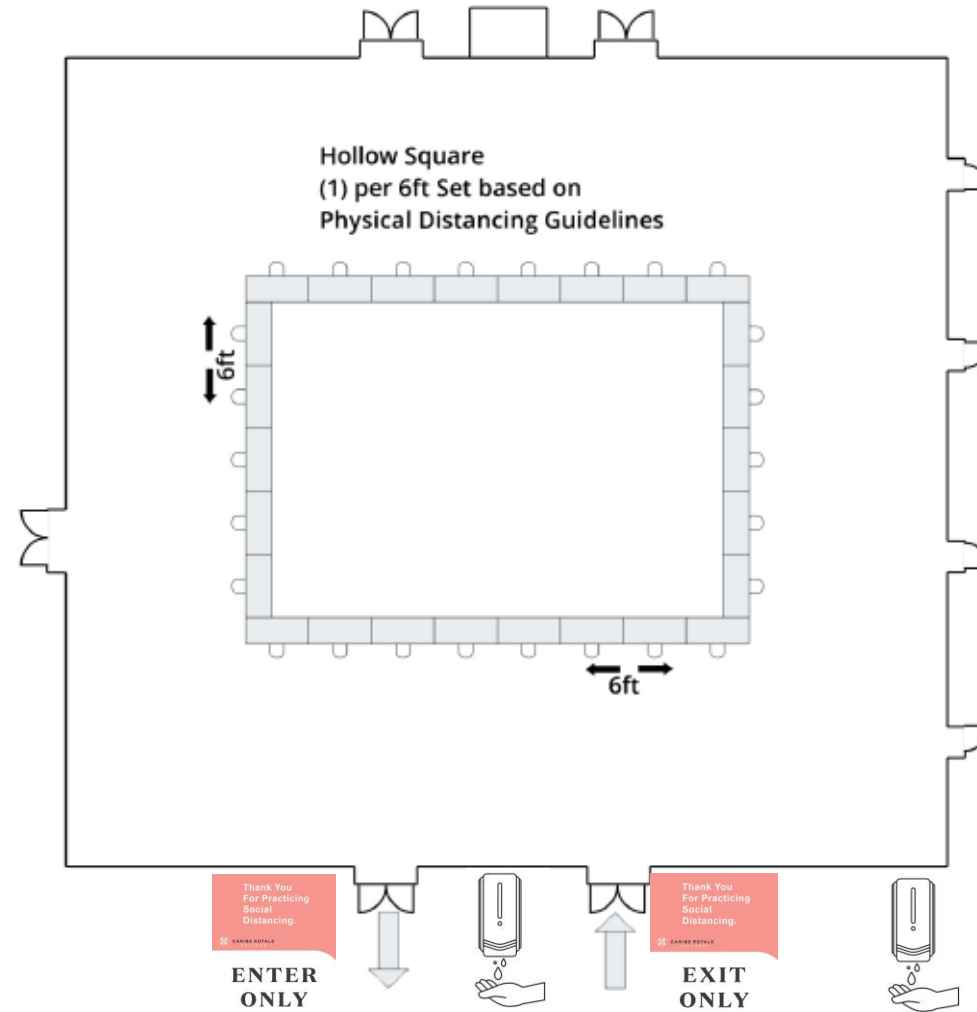
- 1 chair per 6ft x 30in
- Hand sanitizer at key access points
- Visible hotel signage
- Clearly identified entrance and exit

# HOLLOW

ORANGE COUNTY  
MANDATES FACE  
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- 1 chair per 6ft x 30in
- Hand sanitizer at key access points
- Visible hotel signage
- Clearly identified entrance and exit



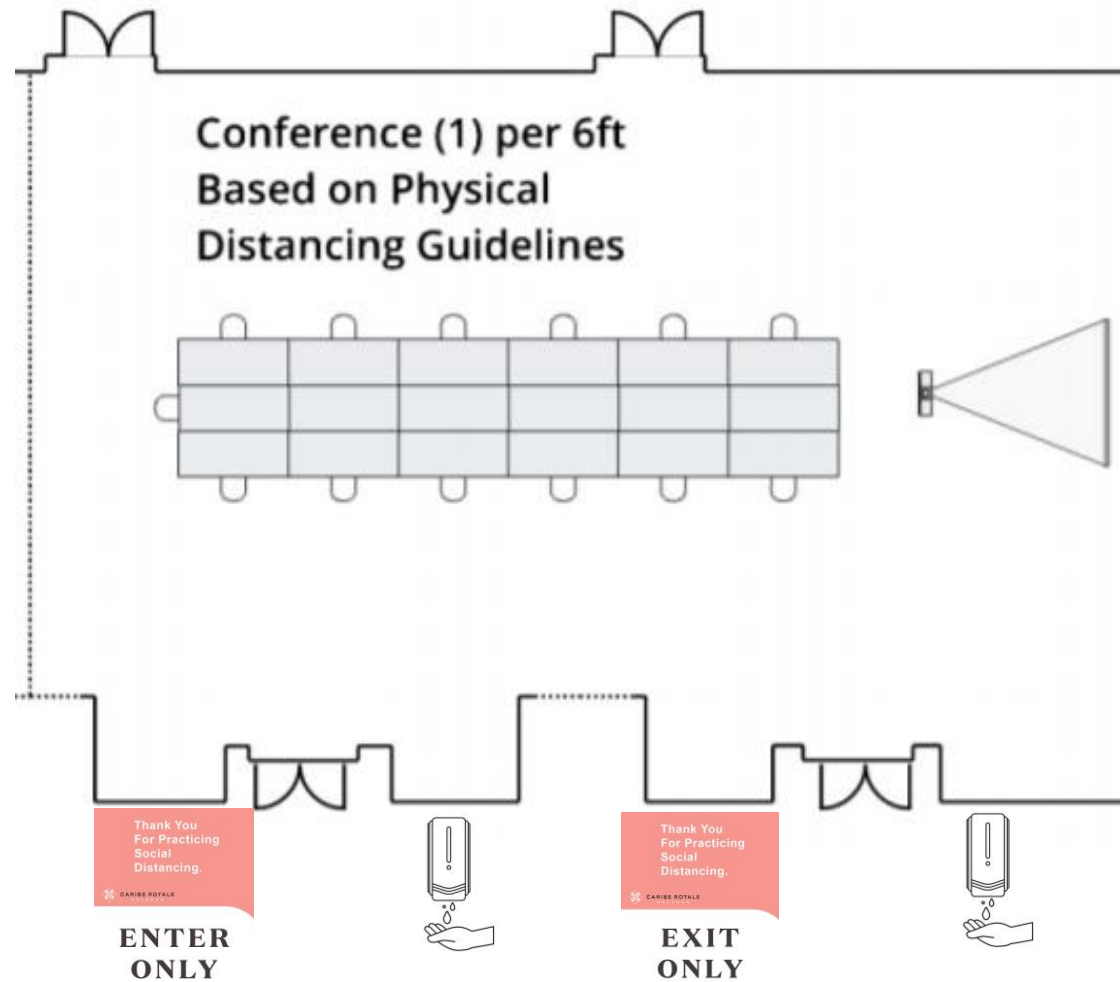
# CONFERENCE

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- 1 chair per 6ft x 30in
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# Meeting Room Set Examples

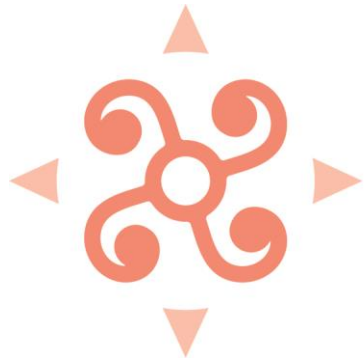
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Diagrams and images contained in this document are intended to represent examples of event room set ups maintaining physical distancing, separation of food stations and positioning of sanitization stations.

The capacities of event spaces will vary by each event and group meeting room assignments.

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We look forward to hosting your safe and socially responsible event



**CARIBE ROYALE**  
ORLANDO