



## OLC EDUCATION AND CONFERENCE CENTER

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OLCevents.com

# OLC Policies and Procedures - Attendee

## Pre-event Procedures

- The Client Lab Coordinator is required to provide a list of Attendee names and contact information at least 24 hours in advance of their arrival at the OLC for their event. This is mandatory otherwise Attendees will not be allowed entry into the building.
- All Lab/Event Attendees are required to electronically sign and return to the Client Lab Coordinator the OLC Waiver prior to the Lab/Event. See attached “*OLC Waiver*” document.
- If you do not bring/wear your own scrubs please inform your Client Lab/Event Coordinator what size scrubs you need and the OLC will provide when you arrive.
- As an Attendee you will be assigned a locker prior to arrival. To allow for social distancing in the locker room you will have access in shifts based on the number of your locker. OLC Staff will monitor the number of Attendee using the locker rooms during the lab/event. Client Lab Coordinator to advise you of your locker number.

## On-Site at the OLC Education & Conference Center

- If driving to the OLC please park in the parking garage which is closest to the OLC VIP entrance.
- Entry to the OLC is located at the end of the building to the very left of the front entrance (when facing the building). Please follow the signage and once you arrive at the entrance you will see the OLC doorbell. Ring the bell and OLC staff will assist you.
- If you have any questions when you arrive please contact the OLC Ambassador: 847-903-0489.
- All Attendees entering the OLC will be required to wear a mask. However, the OLC will provide a mask to wear while in the lab. Attendees will be asked to keep their personal masks with their belongings. The Attendees will dispose of the mask provided by the OLC in the bio-hazard boxes in the OLC.
- Safe social distancing must be practiced even with protective masks in all common areas.
- There will be hand sanitizer stations located throughout the OLC.
- The seating in the meeting rooms will be marked to denote available seats based on the currently required 6ft for social distancing.
- If applicable all food and beverage will be individually packaged and distributed accordingly.
- All Attendees will leave the building through the same door they entered through.

## **OLC Policies and Procedures – Attendee (continued)**

### **Lab**

- For the session(s) the OLC will provide mandatory PPE (personal protective wear) to include a mask, gown, gloves, bouffant and shoe covers will be laid out in the lab by size. Attendees will be asked to keep their personal masks with their belongings. The Attendees will dispose of the PPE provided by the OLC in the bio-hazard boxes in the OLC.
- If the Attendee does not wear their own scrubs, the OLC will provide a set of scrubs that can be worn during the session(s) and then placed in the laundry bag in the locker room at the completion of their lab event. The Client Lab/Event Coordinator will provide sizes for scrubs when the Attendee list is submitted. The OLC staff will prepare the sets of scrubs in advance of the attendee's arrival and distribute them on-site.
- The Attendee will have access to the locker rooms in shifts based on the number of their locker to allow for social distancing in the locker room. OLC Staff will monitor the number of Attendees using the locker rooms during the event.
- The OLC staff will set out lead aprons in the appropriate sizes for the labs that require a C-Arm.