Dear Planners,

The Saratoga Springs City Center is closely monitoring news regarding coronavirus (COVID-19). The situation is evolving rapidly with new information available daily. At this point, there is no immediate concern on site at the City Center —our doors are open and its business as usual. Our first priority is the health and well-being of our attendees, fellow vendors, presenters, staff and the community.

At this time, the Centers for Disease Control and Prevention (CDC) and related government agencies have said that we can continue with our daily routine and we believe that it’s important to stay vigilant and do what we can to provide the best environment at our convention center so you can enjoy your event with peace of mind.

**What we are doing**

- We’re closely monitoring official guidance from local governmental and health authorities and the World Health Organization in order to support the health and well-being of everyone that enters our facility.

- We are actively encouraging staff to stay home if they present any symptoms.

- For our cleaning procedures, which are already very comprehensive, we are taking additional measures as reviewed and approved by our local health department.

**What your attendees can do to help keep everyone safe**

- The City Center seeks to create a safe space for gathering. Therefore, we ask that you please consider rescheduling your visit to the City Center if you present with any symptoms of the flu, including fever, cough, and shortness of breath, or have been in contact with or have recently traveled to any of the affected countries and/or states and regions.

- In addition, if you have a compromised immune system, we are recommending that you strongly consider staying home.

- When you do come to the City Center, it is important that we work together as a community and support one another over the coming weeks.

We will continuously evaluate and monitor the situation, and share pertinent information with our community as it becomes available.