



R.L. Oatman & Associates, Inc.

World Class Dignitary & Executive Protection Services and Training Since 1989



September 8, 2020

As members of Class #50 of the R.L. Oatman & Associates, Inc. 7 Day Residential Dignitary & Executive Protection Program, it is important that you are kept informed of the latest updates for the State of Maryland. The statewide positivity rate for Maryland has remained consistently under 5% for the last 68 days.

On Friday, September 4th, at 5pm, Governor Larry Hogan of Maryland, instituted Stage 3 of the Coronavirus reopening economic plan. Portions of the plan affecting our program are listed below

- Face masks still will be required of individuals ages five and older who are in any indoor business, service, organization or establishment that serves the general public, and outdoors when unable to consistently maintain at least 6 feet of social distancing with people that are not members of their household.
- Baltimore City will increase restaurants and indoor dining to 50% capacity as decreed by Mayor of Baltimore, Bernard "Jack" Young.
- Baltimore County, Harford County and Howard County will increase indoor dining, retail establishments and religious facilities to 75% capacity under Governor Hogan's Stage 3 plan.
- Anne Arundel County will remain at Stage 2 at this point.

As a reminder, R. L. Oatman & Associates, Inc. will still be instituting the following measures for our program October 4th – 10th:

First and foremost, the Inn and Spa at the Colonnade, the hotel where all students will be lodged has adopted the Hilton "Clean Stay Program". The key features of this program will be:

- Hilton CleanStay Room Seal to indicate that guest rooms have not been accessed since they were cleaned
- Increased focused disinfection of top 10 high touch areas in guest rooms like light switches and door handles
- Increased cleaning and disinfection frequency of public areas
- Guest-accessible disinfecting wipes at entrances and high traffic areas



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- Enhanced cleaning and disinfection for the fitness center
- Enhanced cleaning and operational changes to restaurants, bars, in-room dining, and meeting spaces
- Reduced paper amenities (like pads and guest directories) in rooms
- Industry-leading contactless check-in and check-out with Digital Key
- Enhanced team member safety and well-being with personal protective equipment and enhanced training protocols
- Meeting rooms will not have water stations, each guest will have their own individual water service
- All audio-visual equipment is wiped down with Lysol post use
- Meeting room door handles are wiped down every 2 hours along with restroom doors, fixtures, and stalls
- For all meal services, all associates will be prescreened for fever
- Guests will be seated 2 per 60-inch round
- Salads will be a pre-set salad, and if buffet service is allowed it will be served by our team who will wear masks and gloves or via the buffet with the sneeze guard in place
- Hand sanitizer will be placed at the beginning and end of the buffet line
- Plated meals will be served by a gloved/masked server
- The meeting/classroom will be set up with one student per table, with tables spaced with social distancing requirements in mind (please see the attached diagram)

R. L. Oatman & Associates will be providing masks and gloves for all students for activities both inside the hotel and at offsite locations. Hand sanitizer will be provided at each table in the hotel and readily available at our offsite corporate headquarters training site.

We are requesting that students rent their own vehicles for use during the week. We will not be using large vans to transport students to our offsite location. We will have all of our vehicles sanitized prior to use and after each use. We will allow no more than 2 students per vehicle during the training. During all training at the hotel and offsite we will practice social distancing. If at any time a student is not comfortable with a particular exercise that student may withdraw from the exercise.



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Lunches will be prepacked individually from our vendor to provide contactless delivery of food items.

We understand the need for these health precautions and fully intend to abide by all health preventions. We will be taking the temperatures of all students prior to classroom training each day.

We appreciate your patience with these changes to our program and look forward to meeting you all in October.

Sincerely,
Robert L. Oatman