



**Return to
Workplace
Corporate Events
Action Plan**



Introduction & How To Use This Action Plan

This document addresses MxD's updated procedures and protocols in response to reopening safely during the COVID-19 pandemic from an events/meeting perspective for the primary benefit of our event clients/partners during their booking decision processes.

It serves as a supplement to the MxD organization-wide Return to Workforce Action Plan provided by the MxD Senior Leadership Team (SLT). Whereas the plan distributed by SLT is a broader plan with MxD employees as its primary audience, this Corporate Events Plan features additional details pertaining to events-related logistics (which are of course relevant for both MxD staff and event clients alike).

This Action Plan does not presume to offer medical guidance or opinions. Rather, like the *Event Safety Alliance Reopening Guide* before us, and other similar guidance works, we have based our operational decisions on public health material produced by reputable authorities and we have considered guidance written by our peers in related fields or businesses. We referenced guidance from the City of Chicago, State of Illinois, CDC, WHO, Event Safety Alliance, and other event/hospitality guidance resources in creating this plan.

Sections include:

- Discounted Rental Pricing
- Reduced Conference Room Capacities
- Revised Visitor Arrival Procedures
- Health, Safety, & Sanitation Protocols
- Revised Tour Procedures
- Revised Catering Policies and Procedures
 - Includes an updated Individualized Menu from Paramount Events, our exclusive preferred catering partner
- Additional Signage (as recommended by Corporate Events, which has been approved and is installed)

Please reach out to Corporate.Events@mxdusa.org with any questions.

Event booking inquiries? Complete our [Event Request Form](#) on the MxD website.

Danielle Love
Corporate Events Manager, MxD
&
MxD Corporate Events Team

July 7, 2020



Return to Workplace Corporate Events Action Plan

Discounted Rental Pricing

In consideration of the global business and industry disruptions caused by COVID-19, including the reduced room capacities of our spaces, all new meetings and events booked during Reopening Phases IV* will enjoy a 10% discount off Market Price rates.

**Potential to be extended through December 31, 2020. Timing and percentage discount will be re-evaluated during each Reopening Phase.*

Reduced Conference Room Capacities

Max capacities for MxD conference rooms have been reduced based on an allowance of a six-foot radius distance surrounding each guest, per the plan below.

Reduced Conference Room Capacities

MxD Conference Rooms	Usable Square Footage		Recommended Capacities								
	Dimensions	Area	Max	Theater	Classroom	Hollow Sqr	U-Shape	Conference	Pods	Reception	60" Rounds
Atrium	26' x 75'	1950 sqr ft	22	-	-	-	-	-	-	22	-
Knowledge Theater	28' x 48'	1344 sqr ft	15	-	15	-	-	-	-	-	-
Innovation House 1.2.3	30' x 80'	2400 sqr ft	27	27	27	-	-	-	16	16	16
Innovation House 1	24' x 30'	720 sqr ft	9	9	6	6	5	4	4	-	-
Innovation House 1.2	30' x 43'	1290 sqr ft	15	15	15	8	6	8	6	-	10
Innovation House 2	21' x 30'	630 sqr ft	6	6	6	4	3	4	3	-	-
Innovation House 2.3	30' x 61'	1830 sqr ft	18	18	18	8	7	8	9	-	14
Innovation House 3	30' x 40'	1200 sqr ft	12	12	12	7	6	7	6	-	6
Board Room	17' x 32'	544 sqr ft	6	-	-	-	-	6	-	-	-
Launch Pad	10' x 14'	140 sqr ft	4	-	-	-	-	4	-	-	-
Connect Center	21' x 25'	525 sqr ft	9	9	6	8	7	-	4	-	-
Classroom	21' x 25'	525 sqr ft	9	9	6	8	7	-	4	-	-
Alexander Graham Bell	10' x 8'	80 sqr ft	2	-	-	-	-	2	-	-	-
George Washington Carver	10' x 8'	80 sqr ft	2	-	-	-	-	2	-	-	-
Katherine Burr Blodgett	10' x 8'	80 sqr ft	2	-	-	-	-	2	-	-	-
Daniel Burnham Chat Room	8' x 7'	56 sqr ft	1	-	-	-	-	1	-	-	-
John Bardeen Chat Room	8' x 7'	56 sqr ft	1	-	-	-	-	1	-	-	-

See attached Floorplans for visual reference.

Max Capacity Signage

Reduced max capacity information will be posted at each room for a clear visual understanding of these new guidelines.



Revised Visitor Arrival Procedures

The following procedures will be in effect during the COVID-19 re-entry to business period, until such time MxD determines business can operate under pre-COVID-19 normalized conditions (expected to align with the City of Chicago and State of Illinois Reopening Phase V stages). These procedures enable the most reduced-contact experience possible at the time of publishing this document.

Updates will be provided if/when additional procedures can be implemented to provide a completely contactless arrival experience.

Reduced-Contact Visitor Arrival Procedures

Per current visitor arrival procedures, all visitors will be directed to the Security Desk.

- Envoy sign-in kiosks have been relocated to ensure a six-foot distance and will be disinfected multiple times daily.
- Styluses will be provided for visitor sign-in via Envoy and will be disinfected after use.
 - Each Envoy kiosk will feature two stylus holders, labeled “Sanitized” and “Used”
 - Visitors are to use a “Sanitized” stylus when needed and place it in the “Used” holder after completing check-in

Screening Protocols

MxD visitors must be fever-free in order to enter the MxD facility. All individuals, MxD employees and visitors, will be screened upon entry to MxD using a contactless thermometer.

- If a temperature of 100.4 F or above is indicated, a second reading will be taken to confirm.
- If the second reading also displays a temperature of 100.4 F or above, individuals will be advised to go home and will not be permitted access to the building.

Planned / Unplanned Visitor Protocols

Security will ask visitors who have passed the temperature screening if they have received an Envoy pre-registration email and if they have submitted the information required therein.

- Visitors who **have** received an Envoy pre-registration email are considered PLANNED VISITORS and must follow the **Planned Visitor** steps for sign-in.
- Visitors who **have not** received an Envoy pre-registration email are considered UNPLANNED VISITORS and must follow the **Unplanned Visitor** steps for sign-in.



Planned (Pre-Registered) Visitors

- Planned visitors must be added to Envoy by an MxD staff “host” as an Invite prior to their visit. ***As a best practice, this should be handled no later than the day before a visit.****
 - These visitors will receive a pre-registration email from Envoy and must provide the required registration information contained therein.

Exceptions can be made to the timing of the invite on an as-needed basis, provided the visitor is able to complete the pre-registration requirements prior to their arrival. Failure to do so will require they follow **Unplanned Visitor steps for sign-in.*

See sample pre-registration email below:

A screenshot of a pre-registration email from Envoy. The email has a light gray header with the MxD logo. The main body is white with black text. It includes the subject line 'Get ready for your visit', the date and time 'Monday, June 1 at 8:08 pm', the address '1415 N Cherry Ave, Chicago, IL 60642, USA', and a red button labeled 'Get directions →'. Below this is a section titled 'Sign in faster' with a red button labeled 'Check in now →'. At the bottom, there is a paragraph about COVID-19 safety and a 'Thank you' message. The Envoy logo is at the bottom right of the email content.

Get ready for your visit

Security will see you at MxD HQ on Monday, June 1 at 8:08 pm

1415 N Cherry Ave, Chicago, IL 60642, USA

[Get directions →](#)

Sign in faster

Let us know you're coming and speed through sign in.

[Check in now →](#)

At MxD, the health and safety of our employees and visitors is of the utmost importance. In response to COVID-19, we are taking all necessary measures to ensure your visit to MxD is as safe and contactless as possible.

Please click on the “Check in now” link above and complete the pre-registration steps included therein to ensure a reduced contact experience at our facility upon your arrival to the building.

Thank you in advance for your cooperation.

Envoy



- Upon arrival, a pre-registered visitor must stand in the “Pre-Registered Visitors” queue indicated at the MxD Security desk.
 - Signage will be in place to delineate the correct queue.
- When it is their turn, security will ask to see the visitor’s ID.
- Security will view their ID to verify their information and activate the appropriate MxD Visitor Badge.
- Security will search for their name within Envoy under Invites for that date and follow the steps within Envoy to sign-in the visitor.
 - **Step 1:** Click the box to the left of the visitor’s name to select and highlight the visitor.
 - **Step 2:** Click “Sign in” button to the right of the screen.
 - **Step 3:** Verify Arrival date and Arrival Time, select the “Send host notification” option, and click “Sign in 1 visitor” button to confirm.

See sample Envoy Invite displays below:

Step 1 & 2: Select the visitor and option to sign-in

The screenshot shows the Envoy Invites interface. At the top left, it says "1 Invite". To the right is a search bar labeled "Search invites" and a red "New invite" button. Below the search bar are navigation controls: a left arrow, a dropdown menu showing "Today", and a right arrow. On the right side, there are icons for a calendar and a dropdown menu showing "All Invites". Below these are two buttons: "Delete" and "Sign in", both highlighted with green circles. The main area displays a list of invites. The first invite is for "Danielle Love" with the host "Danielle Love". It has a status of "test", a time of "7:45 pm", and a status of "Not yet". There are checkboxes for selection and a "Sign in" button next to the invite name, both highlighted with green circles.



Step 3: Verify arrival information, host notification, and finalize sign-in

A screenshot of a mobile application's 'Sign in' screen. The screen has a white background with a grey border. At the top left is a red circle with a white plus sign, followed by the text 'Sign in'. Below this are two input fields: 'Arrival date' with the value 'Monday, Jun 1, 2020' and 'Arrival time' with the value '7:30 pm'. Below the date field is a checkbox labeled 'Print badge' which is unchecked. Below the time field is a checkbox labeled 'Send host notification' which is checked. At the bottom right is a red button with white text that says 'Sign in 1 visitor'. A 'Cancel' link is partially visible to the left of the button. Green circles are drawn around the 'Arrival date', 'Arrival time', 'Send host notification' checkbox, and the 'Sign in 1 visitor' button.

- Upon completion of the above sign-in steps, Security will issue the appropriate Visitor Badge to the guest. The visitor is now able to enter the facility.

Unplanned Visitors

- Upon arrival, an unplanned visitor must stand in an available “Check-In” queue indicated at the MxD Security desk.
 - Signage will be in place to delineate the correct queues.
- When it is their turn, the visitor will sign-in at the Envoy kiosk using a tablet stylus from the “Sanitized” holder to complete the requisite information.
 - They should not touch the tablet with their hands.
 - They must place the stylus in the “Used” holder after completing sign-in information
- When completed the guest must queue in the line indicated at the front of the MxD Security desk.
- When it is their turn, security will ask to see the visitor’s ID.
- Security will view their ID to verify their information and activate the appropriate MxD Visitor Badge.
- Security will search for their name within Envoy to verify the visitor’s information and sign-in status (confirm the date and confirm the visitor has indeed signed-in).
- Upon verification of sign-in, Security will issue the appropriate Visitor Badge to the guest. The visitor is now able to enter the facility.



Visitor Departure

Upon departure from the MxD facility, all visitors must return their Visitor Badge by depositing it in a used badge receptacle. Visitor Badges will be sanitized daily.

Health, Safety, & Sanitation Protocols

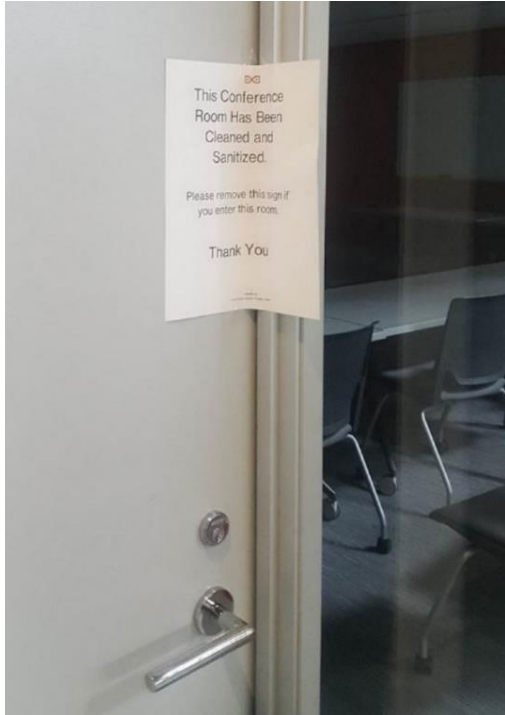
MxD has implemented various protocols designed to preserve the health and safety of our employees and guests as we return to conducting business from our facility.

- As previously mentioned, all MxD employees and staff must be fever-free in order to enter the MxD facility. All individuals will be screened upon entry to MxD using standing contactless thermometers, which also screen for the presence of face masks. Employees and visitors displaying a confirmed temperature of 100.4 F or above will be asked to go home.
- All MxD employees and staff are following CDC protocols/directives on symptom self-monitoring to ensure individuals do not go to work at the facility if they exhibit any COVID-19 symptoms.
- Visitors and MxD staff must wear face masks in accordance with CDC guidelines upon arrival to the facility and within common areas of the building. Standing contactless thermometers check and confirm the presence of face masks.
 - Masks may be removed once visitors arrive at their meeting room and are able to maintain social distancing guidelines of a six-foot distance from other individuals.
- Automated antibacterial dispensers are available throughout the facility, including the main lobby and conference/event rooms.
- A sneeze guard created by MxD's Future Factory team has been installed at the Reception/Security Desk.
- Floor decals will be installed in the Lobby and on the Future Factory Floor to indicate proper social distancing.
- Per direction from the Illinois DCEO Phase 3 Office Guidelines, traffic flow at the turnstiles will be modified to accommodate one-way traffic to minimize contact. Signs will indicate the entrance and exit turnstiles.
- Water fountains have been turned off, hand dryers have been turned off, and air flow has been increased per the Illinois DCEO Phase 3 Office Guidelines.
- MxD has requested building management facilitates the cleaning of common areas and other frequently touched surfaces every two (2) hours as recommended by the Illinois DCEO. The frequency of this cleaning may change depending on the situation.
- Conference and Event rooms are sanitized multiple times daily.



- "Clean Seal" signs are taped to rented conference and event room doors once cleaned prior to an event booking, for removal by event clients upon entry. These seals are replaced for rented spaces with each cleaning cycle.

See example "Clean Seal" below:



- Kickstands have been added to conference room doors to reduce points of contact; doors are encouraged to remain slightly open whenever possible to eliminate the need to touch the door handles.
- Office supplies, including writing pens and whiteboard pens and erasers have been removed from conference rooms. Meeting and Event clients will be provided whiteboard pens and erasers for their use if needed, to be checked-in/out with the MxD Corporate Events Team. These office supplies will be sanitized after client use.
- Office supplies and other items frequently used by guests will be sanitized in the following CDC-approved ways:
 - Envoy Kiosk Tablets – Disinfectant spray/wipes
 - Envoy Kiosk Styluses – UV sanitation cabinets or disinfectant spray/wipes
 - Office Supplies – UV sanitation cabinets or disinfectant spray/wipes
 - Visitor Badges & Visitor Lanyards – UV sanitation cabinets or disinfectant spray/wipes
 - Tour Safety Glasses – UV sanitation cabinets
 - Tour Headsets – UV sanitation cabinets



Revised Tour Procedures

The following procedures will be in effect during the COVID-19 re-entry to business period, until such time MxD determines business can operate under pre-COVID-19 normalized conditions (expected to align with the City of Chicago and State of Illinois Reopening Phase V stages). These procedures enable the most reduced-contact experience possible at the time of publishing this document.

Tour Health, Safety, & Sanitation Protocols

MxD has implemented various protocols designed to preserve the health and safety of our employees and guests as we return to conducting tours from our facility's Future Factory Floor.

- The maximum capacity for tours has been reduced based on social distancing guidelines of an allowance of a six-foot radius distance surrounding each guest and Tour Guide.
 - **Current reduced tour capacities allow for a maximum of 10 total participants:**
 - **Nine (9) Guests**
 - **One (1) Tour Guide**
- As previously mentioned, floor decals will be installed on the Future Factory Floor to indicate proper social distancing.
- Tour Guide will wear a face mask while conducting a tour and will utilize a mobile public address system with a microphone and speaker to ensure the Tour Guide is heard by guests.
 - Tour Headsets are available as an alternative if ever warranted and will be sanitized before and after each use.
- Movement of visitors at each stop along a tour will be kept at a minimum while providing each visitor the opportunity to view details of a demonstration through the use of additional monitors and cameras installed at select tour stops. Tour Guide will switch between camera views as needed for the tour.
- All equipment and surfaces frequently touched by Tour Guides along a tour route will be sanitized with CDC-approved disinfectant spray/wipes.

Reduced-Contact Tour Preparation Procedures

The following procedures will be adhered to by the MxD Corporate Events Team and pertain to the preparation and strike/tear-down of Future Factory Floor Tours at MxD.

Corporate Events Team members are to disregard steps related to Tour Headsets if and when Tour Headsets are not being utilized for any given tour, to be conferred and confirmed upon in collaboration with the MxD Factory Floor Team.



The UV Sanitization Process referenced under the Strike/Tear-Down section is to be completed after each use of an individual tour item.

Tour Prep / Set-up

- 1. [If Tour Headsets will not be used, proceed to Tour Prep Step 2].** Place up to nine (9) sanitized Tour Headsets on a rolling Events table against the left hand-side Future Factory glass wall.
 - a.** These headsets should be spread at least one (1) foot distance apart to ensure a guest does not accidentally touch more than one headset.
- 2.** On a separate Event table, place one (1) acrylic Tour Safety Glasses Holder containing up to nine (9) sanitized Tour Safety glasses inside. Ensure the Tour Safety Glasses Holder lid is placed in the open position.
- 3.** Prop open the Future Factory Floor doors.

Tour Start

- 1.** When a tour is ready to begin, ensure the group is maintaining a 6-foot social distance as they collect their devices and are only handling the Tour Headset and Tour Safety Glasses they have selected for themselves.
- 2.** Per standard Tour procedures, ensure each guest is wearing closed-toed shoes and is not wearing drastically loosely hanging clothing or jewelry before they enter the Future Factory Floor.
 - a.** Guests without closed-toe shoes will be offered a complimentary pair of our “Factory Flats” in order to participate in the tour.
- 3.** Once all guests have entered the Future Factory Floor, close the Future Factory Floor doors.
- 4.** Move any unused clean headsets and safety glasses and store properly.
 - a.** If another tour will take place soon after the current tour, begin the above **Tour Set-up** procedures again.
- 5.** Place a **Used Headsets** and **Used Glasses** receptacle on each table for guests to drop off their used Tour Headsets and Safety Glasses as they exit the Future Factory Floor. *(Our large blue and white tubs)*
 - a.** If another tour will take place soon after the current tour, place the Used receptacles on a separate table away from the clean tour items.

Tour Strike / Tear Down

- 1.** After all tours have concluded ensure any and all items used for the tour have been placed in their appropriate “Used” receptacles.
- 2.** Bring the **Used** receptacles to the MxD Storage Room and set on the counter next to the UV Sanitization Cabinets.
- 3.** Put on a pair of disposable gloves and open the UV Sanitation Cabinets.
- 4.** Place each item into an available slot in a cabinet, following the procedures outlined in the ***MxD UV Sanitization Cabinet Procedures Manual***.
- 5.** Remove and dispose of the gloves.
- 6.** Close each cabinet containing items and start the sanitation process, following the procedures outlined in the ***MxD UV Sanitization Cabinet Procedures Manual***.
- 7.** While the items are being sanitized, wipe down the used Tour Safety Glasses Holders with disinfectant spray/wipes.



8. Once the 15-minute UV sanitation process is complete, return the sanitized Tour Headsets to their cases and store Tour Safety Glasses in the clean Tour Safety Glasses Holder.

Revised Catering Policies & Procedures

Paramount Events, MxD's exclusive catering partner, has implemented revised safety strategies, procedures, and menu options in response to COVID-19. These strategies are outlined below in the "Paramount Events Employee Responsibilities" section.

Per their "Our Responsibilities" document, The Paramount Group (TPG) is "taking measures to look out for our clients' and employees' well-being to give them peace of mind should you hire us for your catering needs." TPG is closely monitoring government policy changes, Centers for Disease Control (CDC) guidelines, government mandates, and public health advancements and will continue to make changes as necessary or appropriate to their standard operating procedures.

Paramount Events Employee Responsibilities

- **Thermal Temperature:** Daily, upon arrival, all employees will be scanned with thermal thermometers. Employees with a temperature at 100.0 F or more will not be allowed to enter the property.
- **Hand Washing:** All employees will be instructed to wash their hands, or use sanitizer when a sink is not available, every 60 minutes (for 20 seconds) and after any of the following activities (or between tasks): using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, eating, drinking, entering and leaving the event floor, going on break, and before or after starting a shift. Training on proper ways to wash hands will be provided.
- **Hand Sanitizer:** Hand Sanitizer dispensers, touchless whenever possible, will be placed throughout our front and back-of-house work areas
- **Personal Protective Equipment (PPE):** TPG will provide masks and gloves daily to employees. Training on how to use and dispose of PPE will be provided.
- **Housekeeping:** Offices, desks, counters, workspaces, and related equipment (including copiers/printers, computers, and kitchen equipment) to be sanitized/disinfected at least once every hour or upon a new employee using the equipment. Hospital-grade sanitizer will be in use.
- **Attendance:** Team members will be allowed to stay home from work should they not feel well without any penalty to their individual sick pay accrual, to encourage the utmost caution.
- **Office Spacing:** Desks will be rearranged to allow for at minimum six feet between people.
- **Daily Pre-Shift:** Employee pre-shift meetings will be conducted virtually or in areas that allow for appropriate physical distancing between employees.

See attached Paramount Events 'Our Responsibilities' document for additional reference.



Individualized Menu

Paramount Events has developed an individualized menu with items individually portioned to mitigate any concerns associated with guests eating from a buffet format. These options include individually wrapped disposable utensil packets. Hot menu options are intended to be reheated in a microwave but can be delivered hot upon request.

This change of food presentation aligns with the many other safety measures The Paramount Group (TPG) is implementing, as outlined in the “Paramount Employee Responsibilities” section above.

See attached Paramount Events Individual Menu for additional reference.

Revised Catering Delivery Procedures

The MxD Corporate Events Team will continue as usual to assist with Paramount Events catering deliveries to ensure accurate delivery to their associated meetings/events.

To further mitigate contact and maintain high social distancing standards, Paramount Delivery Personnel will not set-up catering orders at their respective event rooms. Instead, orders will be set-up and prepared in the Loading Dock or Lobby area of MxD by Paramount Delivery Personnel on an MxD rolling event table.

Once a catering order set-up is finalized, the MxD Corporate Events Team will deliver the event table to its respective event room.

Additional Signage

Face Coverings Poster

The Chicago Department of Public Health Face Coverings poster is recommended on the building entrance doors, at the Security desk, and other common areas.

See attached Chicago Department of Public Health Face Coverings poster for reference.

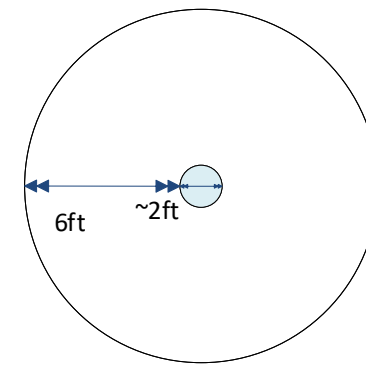
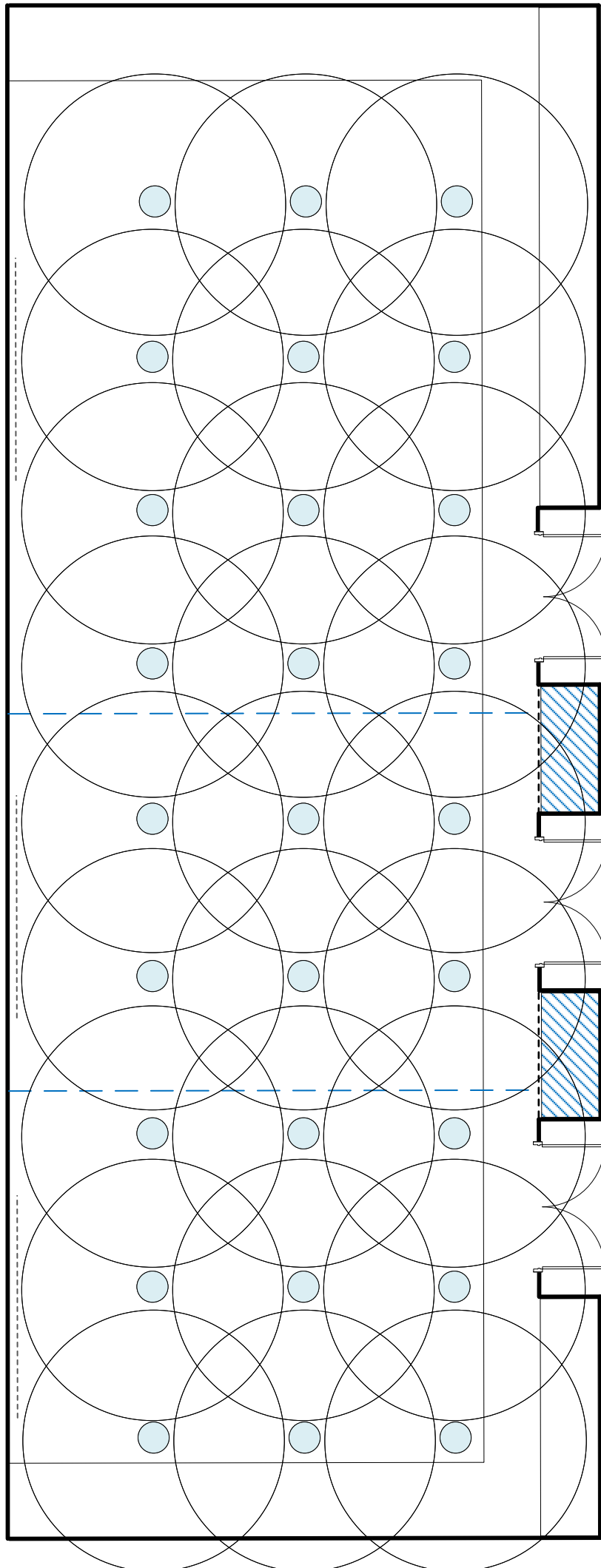
Self-Assessment Poster

The City of Chicago ‘Be Safe Chicago’ Self-Assessment poster is recommended on the building entrance doors and at the Security desk.

See attached Be Safe Chicago Self-Assessment poster for reference.

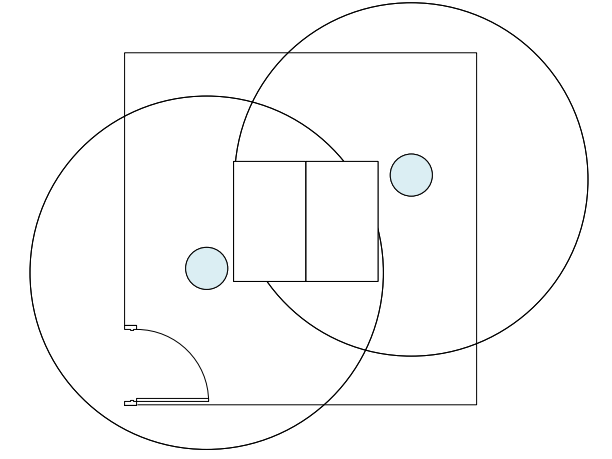
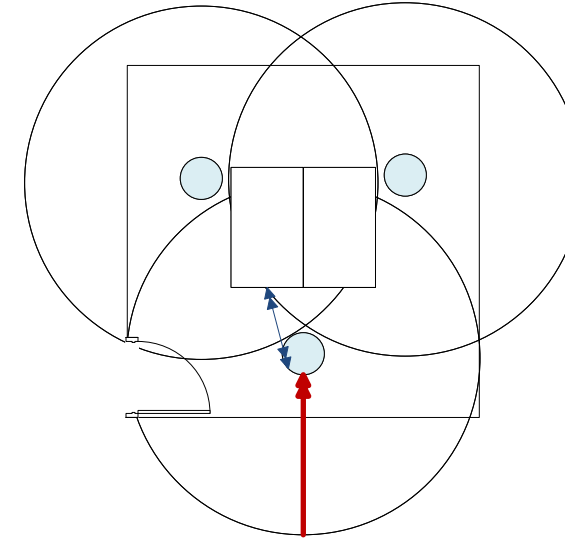
Reduced Conference Room Capacities

Innovation House 1.2.3
Max Capacity: 27



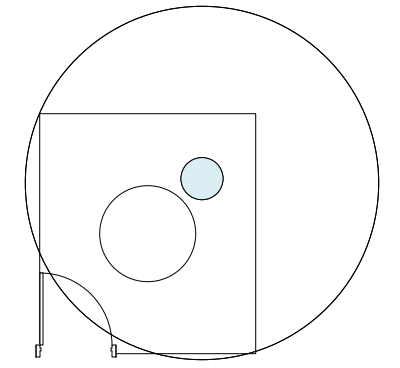
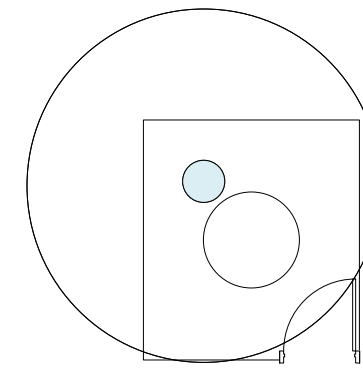
● = ~2ft space per person
○ = ~14ft diameter for individual distancing
*Outer circles for individual distancing can overlap

AGB, GWC, KBB
Max Capacity: 2

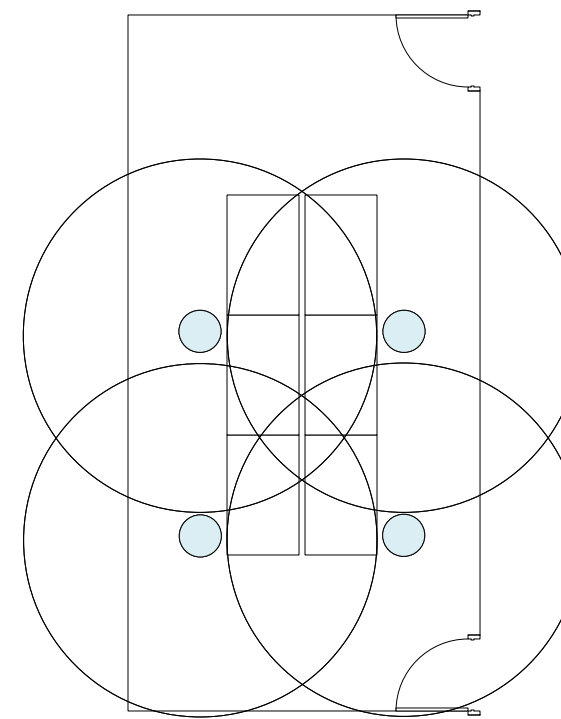


Not a feasible setup: requires this individual to sit away from the table

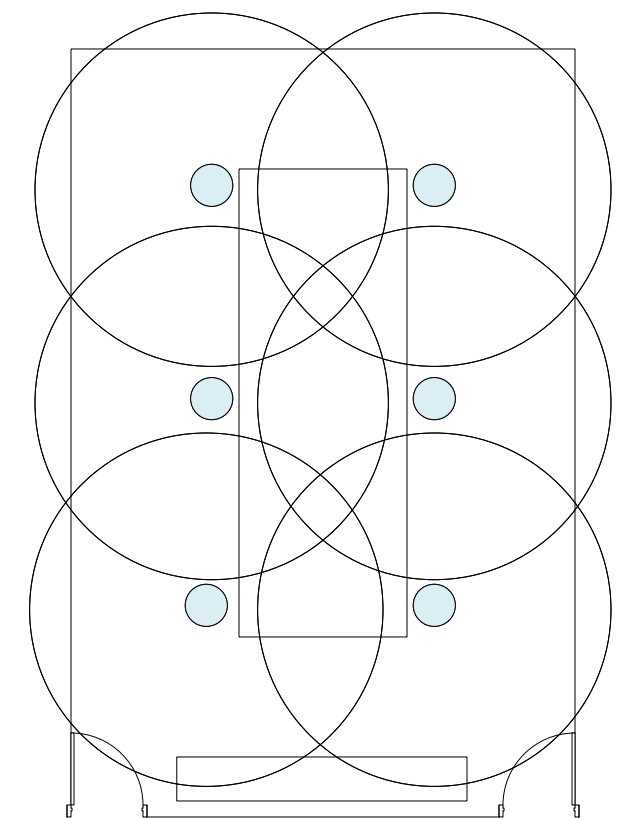
Daniel Burnham Chat Room & John Bardeen Chat Room
Max Capacity: 1



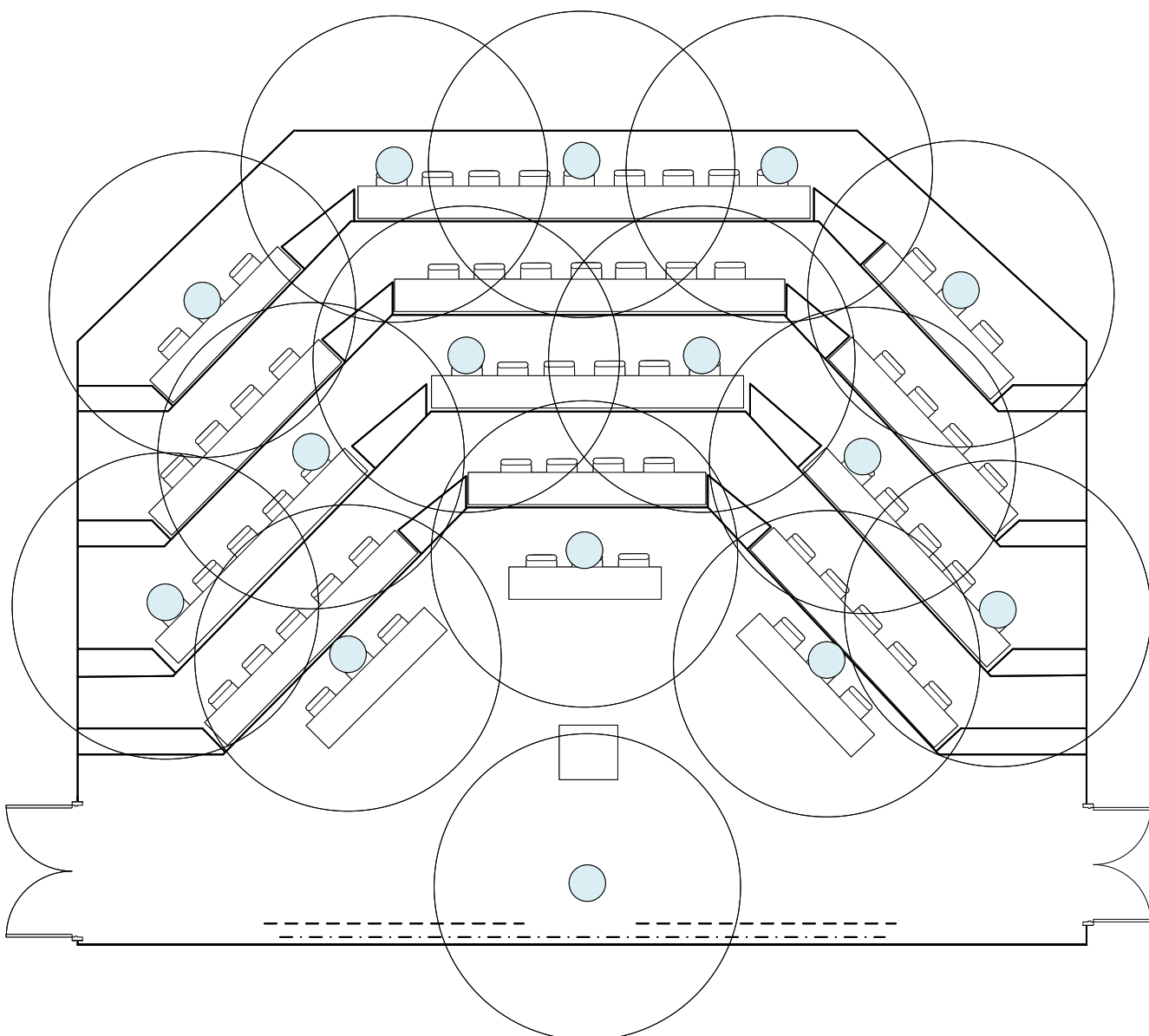
Launch Pad
Max Capacity: 4



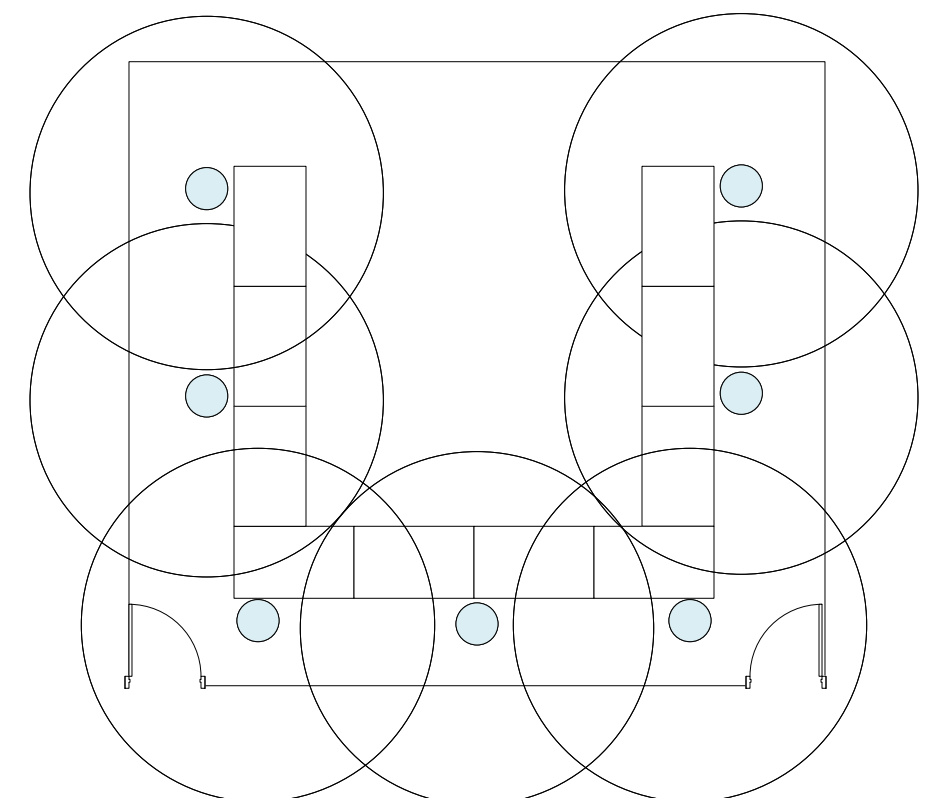
Board Room
Max Capacity: 6



Knowledge Theater
Max Capacity: 15



Connect Center, Classroom
Max Capacity: 9 (Theater-style); 7 (U-Shape, below)





“Our Responsibility”

We are taking measures to look out for our clients' and employees' well-being to give them peace of mind should you hire us for your catering needs.

We are closely monitoring government policy changes, Centers for Disease Control (CDC) guidelines, government mandates, and public health advancements and will continue to make changes as necessary or appropriate to our standard operating procedures.

OUR EMPLOYEE RESPONSIBILITIES

- **Thermal Temperature** Daily, upon arrival, all employees will be scanned with thermal thermometers. Employees with a temperature at 100.0 F or more will not be allowed to enter the property.
- **Hand Washing** All employees will be instructed to wash their hands, or use sanitizer when a sink is not available, every 60 minutes (for 20-seconds) and after any of the following activities (or between tasks) : using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, eating, drinking, entering and leaving the event floor, going on break and before or after starting a shift. Training on proper ways to wash hands will be provided.
- **Hand Sanitizer** Hand Sanitizer dispensers, touchless whenever possible, will be placed throughout our front and back of house work areas
- **Personal Protective Equipment (PPE)** TPG will provide masks and gloves daily to employees. Training on how to use and dispose of PPE will be provided.
- **Housekeeping** Offices, desks, counters, workspaces and related equipment (including copiers/printers, computers, and kitchen equipment) to be sanitized/disinfected at least once every hour or upon a new employee using the equipment. Hospital grade sanitizer will be in use.
- **Attendance** Team members will be allowed to stay home from work should they not feel well without any penalty to their individual sick pay accrual, to encourage the utmost caution.
- **Office Spacing** Desk will be rearranged to allow for at minimum six feet between people.
- **Daily Pre-Shift** Employee pre-shift meetings will be conducted virtually or in areas that allow for appropriate physical distancing between employees.

INDIVIDUAL MENU ITEMS

The items included in this menu are individually portioned to mitigate any concern of guests eating from a buffet format. This change of food presentation aligns with the many other safety measures TPG is implementing. Please refer to our document, "Our Responsibilities," which outlines our safety strategies.

Hot menu options are intended to be reheated in a microwave but can be delivered hot upon request.

Breakfast Boxes

Option A \$7.95 per

Hard-Boiled Egg, Grapes, Mini Sweet Morning Bun

Option B \$7.95 per

Granola, Yogurt, Dried Fruit Mix, Mini Muffin

Option C \$6.95 per

Muffin or Scone, Fresh Cut Fruit Cup

Option D \$8.95 per

New York Style Bagel, Cream Cheese, Fresh Cut Fruit Cup

Option E \$13.95 per

Breakfast Chorizo Quesadilla, Salsa Roja, Fresh Cut Fruit Cup

Or Breakfast Veggie Quesadilla, Salsa Roja, Fresh Cut Fruit Cup

Option F \$13.95 per

Breakfast Sandwich: Egg, Cheddar & Turkey Sausage Patty on English Muffin, Fresh Cut Fruit Cup

Cold Meal Options

CLASSIC SANDWICHES

*\$13.95 per Guest | Each Box Includes Pesto Pasta Salad, Chips & a Sweet Treat
Sandwiches served on housemade artisan breads*

OVEN ROASTED TURKEY & FARMHOUSE CHEDDAR

Lettuce, Tomato

SMOKED CHICKEN SALAD & JALAPEÑO JACK CHEESE

Lettuce, Tomato

BLACK FOREST HAM & GOUDA

Lettuce, Tomato

AVOCADO BLT

Lettuce, Tomato, Avocado, Bacon

ROAST BEEF & PROVOLONE

Lettuce, Tomato

ITALIAN

Soppressata, Finocchiona, Local Cured Ham, Provolone, Housemade Giardiniera

TOMATO & FRESH MOZZARELLA

Basil & Balsamic Drizzle

GOURMET SANDWICHES

*\$15.95 per Guest | Each Box Includes Pesto Pasta Salad, Housemade Chips & a Sweet Treat
Sandwiches served on housemade artisan breads*

ROSEMARY-BALSAMIC GRILLED CHICKEN

Tomato Jam, Fresh Mozzarella, Basil, Roasted Eggplant Aioli, Arugula

PIRI PIRI CHICKEN

Roasted Eggplant Aioli, Pea Shoots, Sunflower Seeds, Cucumber, Red Onion

TURKEY CLUB

Avocado, Bacon, Romaine, Pickled Onions, Smoked Gouda, Aioli

PAN ROASTED ANGUS STRIPLOIN

Montmore, Blistered Cherry Tomatoes, Seasonal Greens, Chive Tarragon Dressing

ROASTED VEGGIE

Artichoke, Mozzarella, Calabrese Chili, Crispy Mushrooms

WRAPS

\$13.95 per Guest | Each Box Includes Pesto Pasta Salad, Chips & a Sweet Treat

FARMERS MARKET CLUB WRAP - V

Roasted Seasonal Vegetables, Roasted Tomato Jam, Romaine, Avocado Mayonnaise

BUFFALO CHICKEN WRAP

Buffalo Chicken, Romaine, Tomatoes, Blue Cheese Dressing

STEAK WRAP

Lime Marinated Steak, Romaine, Cheddar, Sour Cream, Corn & Black Bean Salsa

CHICKEN CAESAR WRAP

Grilled Chicken, Romaine, Parmesan, Caesar Dressing

TURKEY CLUB WRAP

Honey Glazed Turkey Breast, Applewood Smoked Bacon, Romaine, Avocado Spread

HUMMUS WRAP - V

Roasted Red Peppers, Feta, Cucumber, Spinach, Artichoke Hearts,

SALADS

\$14.95 per Guest | Each Box Includes a Roll & a Cookie

CHICKEN CAESAR SALAD

Lemon & Cracked Pepper Chicken, Romaine, Shaved Parmesan, Herb Croutons, Lemon Caesar Dressing
V - Without Chicken

COBB SALAD

Field Greens, Chicken, Applewood Smoked Bacon, Roquefort, Red Onion, Avocado, Hard-Boiled Egg, Heirloom Cherry Tomato, Chives, Red Wine Vinaigrette
V - Without Chicken, Bacon or Egg

CHOPPED SALAD

Iceberg, Salami, Provolone, Cucumbers, Radishes, Red & Yellow Peppers, Celery, Tomatoes, Red Onion, Garbanzo Beans, Kalamata Olives, Pepperoncini, Shaved Parmesan, Sherry Vinaigrette
V - Without Salami

SOUTHWEST SALAD

Hickory BBQ Marinated Chicken, Romaine, Grilled Corn, Red Peppers, Scallions, Black Beans, Tortilla Strips, Buttermilk Ranch Dressing
V - Without Chicken

BISTRO SALAD

Grilled Chicken, Mixed Greens, Haricot Vert, New Potatoes, Heirloom Cherry Tomatoes, Goat Cheese, Croutons, Whole Grain Mustard Vinaigrette
V - Without Chicken

CHINESE CHOPPED SALAD

Sesame Marinated Chicken, Napa Cabbage, Scallions, Mandarin Oranges, Crispy Wontons, Sesame Ginger Dressing
V - Without Chicken

GREEK SALAD

Romaine, Tomatoes, Feta, Kalamata Olives, Pepperoncini, Red Peppers, Greek Dressing

PICNIC PACK

\$15.95 per Guest

“LEFT OVER” FRIED CHICKEN

Coleslaw, Corn & Tomato Salad, Seasonal Fruit, Sweet Treat

CHICKEN KABOBS

Yogurt-Garlic Sauce, Tomato & Cucumber Salad, Couscous, Pita, Hummus, Sweet Treat

GRILLED SALMON

Cous Cous, Raisins, Pine Nuts, Lemon Vinaigrette, Mixed Greens, Sherry Vinaigrette, Sweet Treat

GRILLED CHICKEN BREAST

Red Quinoa, Kale, Dried Cranberries, Peas, Green Apple, Avocado, Lemon-Basil Vinaigrette, Mixed Greens, Sherry Vinaigrette, Sweet Treat

Hot Meal Options – Available ready to reheat (or delivered hot on request). Individually portioned.

\$15.95 per person

\$17.95 per person with a Seasonal Summer Salad with House Vinaigrette

July 6 – 10

Wood Grilled Chicken Breast

Polenta, Asparagus, Mushroom and Tomato Ragu

Wood Grilled Mushrooms

Polenta, Asparagus, Mushroom and Tomato Ragu, Rigatoni Bolognese

Garlic Bread

Rigatoni with Marinara

Garlic Bread

July 13 - 17

Wood Grilled Steak

Quinoa, Spring Vegetables, Chimichurri

Wood Grilled Salmon

Spring Cous Cous, Baby Carrots, Salsa Verde

Roast Chicken

Smashed Peas, Fregola, Radishes, Arugula, Brown Butter Vinaigrette

Roasted Mushrooms

Smashed Peas, Fregola, Radishes, Arugula, Brown Butter Vinaigrette

Snacks – Mid-Morning or Mid-Afternoon

Power Packs

\$8.95 per

OPTION 1

Hard Boiled Egg

Crispy Garbanzo Beans

Chocolate-Coconut Protein Bite

Banana Chips

OPTION 2

Hummus

Carrots & Cucumbers

Pita Chips

Dried Fruit Mix

OPTION 3

Mini Power Bar

Black Bean Dip

Plantain Chips

Grapes

OPTION 4

Marinated Olives

Pepperoni

Fresh Mozzarella

Flatbread

Snack Sacks

\$6.95 per

OPTION 1

Trail Mix

Peach

OPTION 2

Lightly Salted Popcorn

Assorted Chocolates

OPTION 3

Chocolate Dipped Pretzels
Banana

Snack Boxes

OPTION 1 \$8.95 per

Spinach Artichoke Dip
Pita Chips
Cucumber Spears
Carrot Coins

OPTION 2 \$9.95 per

Local & Imported Cheeses
Dried Fruit
Mixed Nuts
Crackers

OPTION 3 \$12.95 per

Imported Meats
Local & Imported Cheeses
Fresh Fruit
Dried Fruit
Mixed Nuts
Crackers
Flatbread

PLEASE, SELF-SCREEN PRIOR TO ENTERING



Have you had a temperature **over 100°F**, felt feverish (e.g., body aches, chills), or **used a fever reducer** in the previous 24 hours?



Have you recently been in **close contact** with someone who has been **diagnosed with COVID-19**?



Do you have a **new cough** that you cannot attribute to another health condition?



Do you have a **new or worsening sore throat** that you cannot attribute to another health condition?



Do you have **new shortness of breath** that you cannot attribute to another health condition?



Have you recently developed a **complete loss of smell or taste**?

BE SAFE
CHICAGO

IF YOU ANSWERED **YES** TO ANY OF THESE QUESTIONS,
PLEASE STAY HOME!

PLEASE WEAR FACE COVERINGS

**WEARING A FACE COVERING
HELPS PREVENT THE SPREAD OF
COVID-19 TO OTHERS.**

