

In-Person Event Safety Guidelines

These are *temporary* event guidelines describing new safety, maintenance, hygiene and protocols when TAC staff coordinate the planning and execution of in-person meetings, trainings and conferences.

Event Postings on Website

TAC is committed to providing a clean and safe experience when attending meetings and events, and prioritizes the safety and social wellbeing of all attendees, guests and staff. We continue to monitor guidance from the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA) Texas Department of State Health Services (DSHS), Local Health Authorities (LHAs) and state and local governments for regulations and guidelines. Physical distancing and safety measures have been put into place for currently planned conferences and events.

From registration to meeting rooms, exhibit halls and meals, TAC's Education and Event Services team has developed detailed plans, processes and procedures to help you feel safe.

Due to possible capacity limitations, some conferences may have to limit the number of attendees to accommodate physical distancing guidelines. For more information, please contact [insert project manager] or visit the facility's website [insert conference location link] for specific safety guidelines pertaining to venues.

How Event Staff Are Keeping You Safe

[Protection icon/image] Event staff will wear protective face coverings and gloves in all public areas of the meeting venue.

[Social distancing type icon/image] Event staff will practice physical distancing with Plexiglas shields and/or face shields at registration desk; place floor markers at registration area, meeting rooms, exhibit halls and food and beverage stations.

[Cleaning icon/image] Event staff will clean and sanitize frequently touched surfaces and provide hand sanitizer for all attendees.

[Temperature check icon/image] Event staff will conduct a daily symptom assessment of themselves.

Find the full list of guidelines and processes here [linked to document with below information]*.

*Onsite Conference Safety Guidelines and Processes

Beyond these standardized measures, there may be additional, venue-specific safety procedures required by the host county/city. Please visit each facility's website for complete information before traveling to the conference.

Event Staff

- Will check temperatures of event staff daily to ensure below 100.0 degrees.
- Will wear protective face covering in common areas.
- Will be familiar with current local guidelines and COVID-19 test locations.
- Will travel with stocked sanitization kits.

Entrance / Exits / Common Areas

- When applicable, TAC or Affiliate Member association will provide disposable face protection and hand sanitizer upon main entry and throughout the facility.
- Clearly marked entrance and exit paths to help control traffic flow and decrease contact.

Registration Area

- Registration areas spaced out to maintain physical distancing.
- Floor markers will help attendees maintain 6' physical distancing.
- Plexiglas shields and/or face shields to be in-place between attendees and event staff.
- Limit number of staff and attendees behind registration desk.
- Event staff wear gloves when working.
- Frequently clean and sanitize registration surfaces every five people or 15 minutes whichever comes first.
- Divided lines and spacing by last names alphabetically (example last names starting with A-P in one line and Q-Z in another) or implement staggered check-in times.
- Separate line for onsite registrations and all onsite payments.
- Clean pen sanitizer at registration for shared pens during sign in.
- Provide face protection for all attendees, exhibitors, speakers, sponsors and staff.
- Signs posted to help attendees and staff remember to avoid shaking hands, to wear protective face coverings and maintain physical distancing.

Meeting Room AV equipment / Speakers

- Event staff will wipe handheld mics, podium, laptop and remote clickers before and after each speaker.
- Event staff will replace windscreens on lavalier microphones after each speaker and sanitize body pack before and after each speaker.
- Event staff will guide speakers to place lavalier microphones on themselves.
- Event staff will provide individual water bottles for speakers.

Meeting Room Guidelines (setups should space allow and subject to facility guidelines)

- Use directional floor clings to control traffic flow and decrease contact.
- Separate entrance-only doors; one-way flow into the meeting room.

- Separate exit-only doors; one-way flow out of the meeting room.
- Staggered exit times to assist with traffic control and avoid bottleneck at the entrance and exit doors.
- Event staff and moderators will verbally remind attendees to practice physical distancing as they enter/exit meeting rooms
- Set up meeting space per 6' physical distancing guidelines
 - Classroom seats—1 chair per 6-foot table
 - Theater seats—1 chair every 6 feet
 - Rounds – 2 people per 72"

Food & Beverage (subject to facility guidelines)

- No self-serve buffets.
- Event staff will coordinate self-contained breakfast, break and lunch options. Coffee stations provided with lids.
- Additional food and beverage lines when possible to spread out crowds.
- Add floor markers to help maintain 6' physical distancing.
- Set up food and beverage stations per 6' physical distancing guidelines

Exhibit Hall (setups should space allow)

- Set up exhibit booths per 6' physical distancing guidelines.
- Added buffer between 10'x10' booths allows exhibitors appropriate distance.
- Wider aisles; 20' entrance and wide center aisle will handle traffic at distance.
- Floor markers to guide traffic flow and encourage physical distancing.
- Hand sanitizer placed at exhibit hall entrances and exits.

Restrooms / Elevators / Valet Parking

Each meeting facility has their own standard with cleaning and sanitizing guidelines for public spaces. For more information please contact Deanna Auert or visit the facility's [website](#) for specific safety guidelines pertaining to venues.