

## \*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 [insert project manager] or visit the facility's website [insert conference location link] for specific safety guidelines pertaining to venues.