



Health and Safety Plan

Pre-Event Communication

- Provide up-to-date information from official sources to aid members in the decision-making process whether to attend in person vs. remotely. This will be conveyed through our meeting website page, email messages and videos.
- Maintain transparency in all pre-event communications to relay health and safety measures being taken at the conference.
- Require proof of full vaccination or negative test within 72 hours prior to arrival.
- Encourage attendees to bring their own PPE. Recommended specifications by our Infectious Disease Specialist consultant *i.e.*, three-ply folded level 2 medical masks preferred over two-ply cotton face coverings. Communicate what attendees can expect on site in terms of mask requirements and other precautions.
- Communicate to attendees that hand sanitizing products will be readily available throughout the venue.
- Inform attendees of meeting protocols such as masks and the need to leave space between each other per the recommended social distancing guidelines.
- Promote downloading the AAHKS mobile app to facilitate a touchless experience.

Meeting Space Considerations

- Adjustments to meeting space, seating, lines and food service have been made based on social distancing, state-mandated capacity limits and attendee comfort.
- Masks will be required for all attendees, exhibitors, vendors and staff at all times except for momentary removal for drinking and during mealtimes when appropriate distancing will be observed.
- Local authorities will review all floor plans to ensure compliance with regulations and guidelines.
- Extra cleaning service for high touch areas will be deployed during the conference.
- Hotel registration, conference registration, food service and access control points have been redesigned to reduce lines. Where bottlenecks may occur, signage and staff monitoring will be used to maintain social distancing.
- Livestream showing of General Session to guest rooms.
- The hotel has implemented Hilton's *EventReady with CleanStay* program.
- For meal functions (depending on current local regulations and weather), outdoor seating and service will be provided.
- Touchless hand sanitizer stations dispensing 80% alcohol hand sanitizer will be set up at key locations throughout the hotel, exhibit hall and conference areas.
- Onsite signage reinforces and highlights the protocols.

Health Considerations

- Our Infectious Disease Specialist consultant will be on-site to monitor compliance with the plan and mitigate any unanticipated safety issues.
- Attendees will be able to confirm their vaccination status online and at the meeting.
- COVID-19 testing will be available onsite.
- A care plan has been developed with local health care facilities identified for needed medical services including rapid testing. Should someone report symptoms, they will be offered a rapid COVID-19 test and if they test positive, will be advised to return or remain in their room, triaged by an onsite health care worker and, if necessary, referred to a nearby clinic for further evaluation, testing and treatment.
- The conference sessions will be livestreamed on the hotel in-room entertainment system so attendees will not miss anything if there is a reason for them to isolate.
- Separate registration areas and processes have been designed for attendees and industry representatives to avoid long lines.
- The schedule will be coordinated with the hotel and exhibit hall contractor for frequent cleaning and sanitation services.
- Attendees will be required to self-monitor for symptoms and advised to stay in their room and report if symptoms develop or a fever is detected. This will be reinforced through signs, the mobile app and the video wall.

Registration

- There will be an increased number of desks and staff, all properly outfitted and practicing sanitation.
- Clear plexiglass will be installed between registration staff and attendees at check in.
- Signage and rope lines will ensure social distancing of one meter spacing.

Table and Seating Guidelines

- Appropriate distancing and lower capacity limits will be monitored for every room.
- The number and width of aisles has been increased.
- Exhibit Hall: require vaccination and masks of exhibit hall management staff, hand sanitizing stations and enhanced cleaning. Health and sanitation practices will be communicated to onsite industry representatives.
- Eliminated pre-set items such as pens and pads and communal sharing vessels, including candy dishes and water pitchers.

Meal Functions

- Multiple dining area options for meals and breaks, including outdoor seating (local regulation and weather-permitting).
- Breakfasts and lunches will have multiple pick-up areas.

Staff Guidelines

- Taking extra precautions with attendee-facing staff including health screenings, symptom monitoring, clear shields, masks, gloves and breaks for frequent handwashing.

Virtual Audience

- The hybrid conference includes a virtual option that will allow attendees who cannot or should not travel to participate in the meeting. Virtual participation includes two options: attending real-time livestream of the General Session or post-event recordings available for CME credit.

Post-Event

- Immediately following the conclusion of the meeting, live attendees will be asked to evaluate the implementation of health and safety procedures and protocols onsite.
- A candid assessment of the live event's execution and outcome will be prepared for future AAHKS events.

Sources

Links to the following sources, used in development of this plan, may be found on the AAHKS Annual Meeting website: <http://meeting.aahks.org/health-and-safety/>

- ❖ PRA Tactical Design Checklist
- ❖ GBAC-STAR program elements for Cleaning, Disinfection, and Infectious Disease Prevention for Facilities
- ❖ IAEE Essential Considerations for Safely Reopening Exhibitions & Events
- ❖ Hilton Event-Ready Factsheet
- ❖ US Centers for Disease Control and Prevention
- ❖ Texas Department of State Health Services
- ❖ Dallas County Health and Human Services

*Subject to revision as circumstances require.
Check AAHKS Annual Meeting website for latest information.*