



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 *i.e.* local health government and state guidelines, airport procedures, etc. 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.
- Encourage testing prior to arrival and to bring 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 onsite sanitizing stations will be available and individual clip-on bottles of sanitizer will be distributed.
- Inform attendees of new meeting etiquette such as masks, refraining from hugging, handshaking or high-fives and the need to leave space between each other per the recommended social distancing guidelines.
 - “Shake” via the new AAHKS mobile app.
 - Onsite signage reinforces and highlights the changes in behavior.

Meeting Space Considerations

- Adjustments to seating, lines, and food service have been made based on recommended social distancing requirements, state mandated capacity reductions 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 ensured.
- Eating in sessions will be discouraged to decrease exposure to others.
- Local authorities will review all floor plans to ensure that we comply with regulations and guidelines.
- The exhibit hall flow and footprint have been redesigned in accordance with guidelines and the number of booth representatives allowed on the floor is being regulated.
- Overnight sanitizing spray will be applied in the exhibit hall using an EPA-approved COVID-19 disinfectant, CleanEdge 3510.
- A wipe down service for high touch areas will be deployed all day during the conference.
- To-go meal kits will be offered in lieu of receptions with the option to pre-order via the mobile app.
- Hotel registration, conference registration, food service and access control points have been redesigned to avoid queue lines. Where bottlenecks may occur, signage, floor stickers and staff monitoring will be used to maintain social distancing.
- Livestream showing of General Session in alternate hotel spaces in addition to guest rooms.
- Ample bandwidth for the livestream and digital/virtual component will be provided.
- The hotel has implemented Hilton’s *EventReady with CleanStay* program.
- For meal functions (depending on 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.

- Cellphone charging and sterilization stations are being evaluated.

Health Considerations

- Our Infectious Disease Specialist consultant will be on-site to monitor compliance with the plan and mitigate any unanticipated safety issues.
- A care plan has been developed with local health care facilities identified for needed medical services including rapid testing. Should someone present with a fever (100°F+), or report symptoms, they will be advised to return or remain in their room, triaged by an onsite health care worker, if necessary referred to a nearby clinic for further evaluation, testing and treatment.
- The conference sessions will be livestreamed into 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.
- Attendees will be provided with masks, hand sanitizer and disinfectant wipes.
- The schedule will be coordinated with the hotel and exhibit hall contractor for frequent cleaning and sanitation services.
- Temperature monitoring of attendees, exhibitors and service workers will be conducted daily and required for admittance to the exhibit and session areas.
- Attendees will be required to self-monitor for symptoms and advised to stay in their room and contact a conference hotline if symptoms develop or a fever is detected. This will be reinforced through signs 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.
- Floor decals will ensure proper social distancing with the recommended 6-foot 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: Reduced number of exhibitor representatives, require health screening of pre-show setup staff, established one-way aisles, no carpet to facilitate cleaning, hand sanitizing stations, 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.
- Added areas for additional guest space with highboys and larger tables around the perimeter of the room.
- Including supplies on the tables for surfaces to be wiped down in the moment.

Meal Functions

- Multiple dining area options for meals and breaks.
- Breakfast & Lunches
 - Boxed and pre-plated options for takeaway dining.
 - Multiple pick-up areas.
- Evening Dinner Functions
 - Encourage attendees to remain isolated on site by providing to-go dinner options in lieu of receptions.
 - Highlight local dining options with outdoor seating and adequate capacity.

Staff Guidelines

- Taking extra precautions with attendee-facing staff including health screenings, temperature checks, symptom monitoring, sneeze guards, masks, gloves and breaks for frequent hand washing.

Virtual Audience

- The hybrid conference includes a virtual option that will allow attendees who cannot or should not travel to participate in the meeting, including in speaking roles. The virtual option includes both a livestream of the meeting as well as 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.
- Seven days and 14 days following the conclusion of the event, AAHKS will administer a wellness check survey to all live attendees.
- A candid assessment of the live event's execution and outcome will be prepared for future AAHKS events and possible publication to guide others.

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