



# EVENT PROCEDURES FOR COVID-19

It is our heightened focused to have the health and safety of our attendees, sponsors, speakers, and everyone as a top priority. We have outlined the following guidelines in preparation for your arrival and attendance for the conference, and we hope that you will partner with us and have safety as your top priority. It is a joint responsibility that we all play our part to keep everyone safe and healthy. Below are the specific measures we have outlined and will implement to you safe during the conference. We will continuously monitor the latest on the COVID-19 (Coronavirus) outbreak as reported by the Centers for Disease Control (CDC) and the World Health Organization (WHO).

Note, we are currently working on the details to have a licensed and board-certified registered nurse on-site during the entire length of the conference. This nurse will be there to support the conference to monitor safety procedures. This is pending and we will inform you when this has been solidified.

1. Attendees, Speakers, Sponsors, and all others will be emailed in advance regarding our event procedures for COVID-19 prior to event date.
2. The facility in which our conference is located, provides ample spacing for social distancing and we are privy to having the entire facility exclusively to guests of The Signature CEO Conference (TSCEO) only; no sharing of event space with guests not related to TSCEO.
3. Conference Organizer will verbally review safety procedures and contingency plans with all Vendors and Event Sponsors that will be on-site.
4. Conference Organizer will work with Catering Partners a plan of action in the serving and handling of food.
  - a. Break Stations must have individually wrapped product and no opened product; to include food and beverages.
  - b. Buffet Stations must be accompanied by an attendant(s) to serve food to Attendees; or to have individually prepared bento-box styled lunches.
  - c. Food Servers must wash hands consistently, wear gloves and masks when serving food.
  - d. Disposable products-flatware, glassware, plates will be used during all times.
5. Signage will be displayed through out the event space reminding everyone of the guidelines.
  - a. Guidelines of the one printed here.
  - b. [Symptoms of COVID-19](#)
  - c. [If You are Sick](#)
  - d. [Entrance Signage to Event Space](#)
6. All attendees will receive a COVID-19 safety kit that will include: (1) mask, (1)-pair of disposable gloves, and (1) bottle of hand sanitizer or packet of hand sanitizer wipes (60% of greater alcohol).
7. Sanitizing Wipes/Liquid will be onsite for usage.
8. All individuals are required to wear a mask/cloth covering at all times during the conference; Covering mouth and nose, except while eating or for the Speaker while speaking on stage.



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9. AV Equipment such as microphones and presentation advancement clicker will be wiped down with sanitizer between use for each Speaker.
10. Our event not to exceed 85-persons in attendance at all-times.
11. Individuals will be prohibited to attend or be on-site of the conference facility if you have the symptoms of a cold, flu, tested positive for COVID-19.
12. Temperature checks will be administered on all individuals entering the building and temperatures recorded. Persons with temperatures above 100 will be prohibited to have access to the conference site.
13. Seating at conference during general sessions. Scenarios we are considering:
  - a. Option A – (1) person per 6ft rectangle table.
  - b. Option B – (2) persons seated at a 6ft round table.
  - c. Option C – (1) person seated at a 4ft or 3ft round table.
  - d. Adequate spacing between each table arrangement listed above.
14. Seating at conference for eating. We will have 5ft round tables with seating for three-(3). Or you will have the option to eat at your general session seating.
15. We encourage frequent hand washing during your time at the conference.
16. We will be responsive to keep high traffic areas clean and disinfectant frequently touched objects and surfaces.
17. We recommend everyone wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer. Cover all surfaces of your hands and rub them together until they feel dry (remember do not shake your hands).
18. Avoid touching your eyes, nose, and mouth with unwashed hands.
19. We ask that you refrain from social common behaviors such as embracing and hugging each other or shaking of hands.
20. If you sneeze or cough at any time, remember to always cover your mouth and nose with a tissue or use the inside of your elbow. Throw used tissues in the trash and wash your hands with soap and water.
21. If someone becomes ill at the conference, we will have a designated quarantine space for this individual until medical attention arrives.
22. Each attendee, speaker, sponsor will receive a conference event waiver to sign prior to attending the event.