MEETINGS AND SOCIAL EVENTS GUIDELINES

GENERAL HEALTH

1. Wear face coverings over nose and mouth
2. Maintain social distance of at least 6-ft.
3. Frequent hand washing

HR AND TRAVEL POLICIES

1. Employees should follow CDC travel guidance to protect themselves and others during business travel
2. Employees shall not report to, or be allowed to remain at, work if sick or symptomatic

HEALTH MONITORING

1. Employers should make temperature checks available for employees and encourage their use
2. Have a wellness screening program for conducting in-person and mid-shift screenings of employees upon arrival for employee shifts greater than 5 hours
3. If employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days after symptom onset OR until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed
5. Any employee who has had close contact with someone with COVID-19 should quarantine for 14 days

PHYSICAL WORKSPACE

1. Display signage at entry with face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed
2. Arrange furniture in event space to be at least 6-ft. apart. If furniture cannot be moved, limit furniture use to ensure social distancing
3. Have a plan to limit congregation during entry/exit and throughout duration of the event
4. Close dance floors
5. Follow restaurant and bar guidelines for self-service stations, as well as eliminating water carafes on meeting tables and/ or water stations and providing individual bottled water or beverages upon request
6. Display visual markers 6-ft. apart at customer queue points
7. Eliminate common touchpoints (e.g. remove shared items in commons areas)
8. Remove shared products (e.g., beauty testers) from displays
9. Minimize use of coat checks and clean area frequently

DISINFECTING/CLEANING PROCEDURES

1. Cleaning and disinfecting of premises should be conducted in compliance with CDC protocols on a weekly basis
2. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces touched by multiple people e.g., entry/exit doorknobs, stair railings) frequently
3. Clean and disinfect occupied tables and seats between use by different groups or parties, and again at closing time
4. Ensure cleaning of any buttons, displays, props, microphones, podiums, or customer-facing equipment after each use
5. Valet staff should perform cleaning of vehicle in compliance with GSA protocols

STAFFING AND ATTENDANCE

1. Limit meeting and events to lesser of 50 guests OR maximum occupancy of 50% of facility capacity; staff not included
2. Permit multiple groups of 50 or fewer as long as: facilities allow for 30 ft of social distancing between groups; groups meet in separate rooms during the meeting or event; meeting start/ end times are staggered to discourage interaction, and groups are static for duration of meeting or event- if event includes multiple sessions, participants should remain in one room, and speakers/ presenters should rotate between rooms or be digitally displayed (e.g. livestreamed) in multiple rooms
3. Design a plan to allow for social distancing within the workplace and if needed, designate employee(s) to monitor capacity limits and social distancing
4. Limit occupancy of common areas to allow for social distancing

EXTERNAL INTERACTIONS

1. Before allowing external supplier or non-customer visitor to enter, ask whether the individual is currently exhibiting COVID-19 symptoms
2. Keep log of all external suppliers who enter premises
3. Suppliers and non-customer visitors should wear face coverings over their nose and mouth when entering premises

CUSTOMER BEHAVIORS

1. Customers should wear face coverings over their nose and mouth
2. Before allowing entrance, employers ask whether customer is currently exhibiting COVID-19 symptoms
3. Implement touchless transactions/ registration for guests upon arrival to the event, if possible (e.g. mobile check-in)
4. Attendees go to exhibits by appointment only