

NSC COVID-19 Event Management Procedures

The National Safety Council (NSC) established this COVID-19 Event Management Procedures to guide gatherings larger than 20 individuals. Developed by the NSC COVID-19 Response Team, this document follows the guidance of trusted organizations like the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), Food and Drug Administration (FDA), and local, state and federal health authorities. In accordance with the NSC duty to provide and maintain environments that are free of known hazards, we adopt this procedure to safeguard the health of our employees, customers and visitors, their families (participants) and the community at large from COVID-19.

Individuals who do not receive a COVID-19 vaccination are at a higher risk of infection and developing serious symptoms due to infection. Therefore, NSC believes that all individuals should seek a federally approved vaccination against the COVID-19 virus.

NSC has implemented policies to ensure the highest level of safety against COVID-19 at our events. The COVID-19 Response Team reserves the right to alter this procedure at any time for any or no reason. Transparency and communication will remain our focus and all those involved will be notified by email when all changes occur.

NSC has the right to deny an individual access to or eject an individual from NSC events at any time if an agent of NSC, the venue or the event coordinator believes the event's established safety and health procedures and/or show policies are not being followed. In the event that access is denied or removed from the event, the registrant is not eligible for a refund.

This document details several aspects of event management that play a role in controlling risk while gathering. Each of these sections detail processes and guidelines to ensure a safe event:

- Physical/Social Distancing
- Hygiene
- Health Checks and Monitoring
- Registration
- Arriving Onsite
- Onsite Support
- Traffic Flow
- Exhibit Halls and Booth Guidelines
- Ballrooms, Technical Session Rooms and Meeting Rooms
- Food and Beverage
- Communication and Contact Tracing
- Waiver to Exhibitors and Attendees

Physical/Social Distancing

Physical/social distance should be maintained between individuals whenever possible. Event activities have been altered to assist attendees in maintaining adequate distance while ensuring a positive event experience. While maintaining distance, keep these additional guidelines in mind:

- NSC advocates a touch-free environment. Please avoid unnecessary contact or gathering in crowds.
- Limit the sharing of printed business cards, pens, or any other hand-held objects with others.

Hygiene

National Safety Council has identified several “safe behaviors” that participants can practice to ensure good hygiene and infection control.

- NSC highly recommends and expects participants to practice the following “safe behaviors.”
 - Do not attend the event if you feel sick.
 - Attendees are encouraged to wear face coverings while in close contact to others. Attendees should be prepared to wear a properly fitting face covering/mask. Aligning with [CDC guidelines](#) and based on event location, masks may be required if community risk of COVID-19 is “high.”
 - Approved face coverings include masks that have two or more layers of washable breathable fabric, completely cover your nose and mouth, fit snugly against the sides of your face and don’t have gaps, have a nose wire to prevent air from leaking out of the top of the mask, and have not been worn more than two times.
 - Masks with exhalation valves or vents, single layer masks, masks made of thin fabric that don’t block light, neck gaiters, masks with gaps around the sides of the face or nose, or masks that are wet or dirty are not approved face coverings.
 - If you do not have a mask or face covering that is aligned with the approved face covering definition, NSC has the right to refuse or discontinue access to the NSC events.
 - Wash your hands frequently for 20 seconds or make use of the hand sanitizer located in designated areas around the event.
 - Cover coughs and sneezes.
 - Get adequate sleep and eat well-balanced meals to ensure a healthy immune system.

NSC is also taking the following actions to ensure proper hygiene is maintained in common areas:

- NSC shall disinfect frequently touched surfaces and objects on a daily basis.
- Facility teams and cleaning crews will be responsible for cleaning all shared spaces and service in those spaces including tables, chairs, doorknobs, handrails, light switches, countertops, handles, toilets, faucets, sinks, touch screens, elevator buttons, and all other touched surfaces.

- Exhibitor spaces and independently maintained spaces must be cleaned and disinfected by representatives holding responsibility for that space on a daily basis.
- When cleaning and disinfecting, NSC recommends using EPA-approved safe and effective products. Follow the instructions on the label and keep surfaces wet for at least one minute.

All event facilities must meet CDC-recommended HVAC and ventilation guidelines. If guidelines are not met, alternative arrangements will be made or portable air purifiers and additional precautions will be in place to ensure the safety of all participants.

Health Checks and Monitoring

NSC is dedicated to holding events safe from hazards including COVID-19. COVID-19 guidelines and requirements will be applied using a risk-based approach. Wearing masks, keeping distance, sanitation/disinfection, testing and vaccination are recognized controls for lowering the risk of getting COVID-19 or being hospitalized due to symptoms. NSC will implement these controls, among others, to reduce the risk to all participants.

- NSC is partnering with **CrowdPass** in an effort to enhance the event experience.
 - CrowdPass is a health-clearance platform. Their intuitive web application is used for clearing attendees through the uploading of negative test results and/or full vaccination proof. CrowdPass' hosting server Heroku, is not only HIPAA compliant, but also has the following certifications: ISO 27001, 27017, 27018 as well as SOC 1, 2, and 3 Certified. You can rest assured that your data is safe and secure. In addition to the hosting server, the event host will not have access to see your private medical records on our system. Only our trained staff will be able to review and approve. Within 30 days of the event's completion all of your data will be wiped from the database.
- NSC requires all participants to provide a negative COVID-19 PCR test result to CrowdPass to be granted access to all event spaces, including shuttle busses.
 - Attendees can submit proof of COVID-19 full vaccination in lieu of a negative test result by uploading an image of a government issued COVID-19 vaccination record card to CrowdPass.
 - Attendees must be fully-vaccinated. Attendees are considered fully-vaccinated two weeks after their second dose in a two-dose series (such as the Pfizer or Moderna vaccines) OR two weeks after a single-dose vaccine (such as Johnson & Johnson's Janssen vaccine).
- Participants who present with [symptoms consistent with COVID-19](#) must isolate, are highly encouraged to contact a medical professional, and will not be granted access to NSC events. All costs associated with isolation are the responsibility of the individual. NSC is not responsible for related costs and will not reimburse event registration.
 - Participants who present symptoms of COVID-19 can discontinue isolation after:
 - At least 10 days since symptoms first appeared **and**

- At least 24 hours with no fever without fever-reducing medication **and**
- If other symptoms of COVID-19 are improving.

Arriving Onsite

Attendees are required to register for NSC events with **Aventri** prior to the start of the event. Event staff will be onsite to assist with questions or issues that may arise. Event staff will have enhanced personal protective equipment including masks, sanitizing products and sneeze guards (where appropriate) to ensure safety.

- If transportation via shuttle busses is offered during the event, security personnel will confirm attendees meet NSC requirements through CrowdPass before boarding the bus.
- Visual confirmation through CrowdPass is required to pick up event badges and materials.
- Security personnel and/or event staff will be present at each event location/room where visual confirmation through CrowdPass may be required to gain access. Each time a participant enters an event space - including, but not limited to, exhibit halls, ballrooms, technical sessions, or meeting rooms - visual confirmation through CrowdPass may be required.
- Security personnel and/or event staff will be present throughout the event space to ensure all participants are in compliance with this policy and the established event guidelines.
- Several signs will be on display reminding individuals of “Safe Behaviors” and key guidelines for the relevant location and situation.
- Signage and floor markings will indicate safe distances for attendees while lining up.
- Separate doors may be designated as entrances and exits. Please follow all posted signage for these designations.

Registration

All event attendees are required to register online. Online registration will remain open throughout the event. No onsite registration will be available but individuals will be onsite to assist with questions or issues that may arise. Register at: <https://na.eventscloud.com/website/32240/>

Onsite Support

To ensure a touch-free environment and to maintain efficiency, online registration is required. If attendees experience issues with online registration, **NSC** will be onsite to assist with registration. Additionally, individuals will be stationed at the “Safety & Health Help Desk” to help with COVID-19 health checks and monitoring.

Traffic Flow

Some event areas may require traffic flow regulation to maintain safe interactions for all participants. If specific traffic flow guidelines are in place, signs and floor markings will designate safe traffic patterns. Situations where traffic flow is regulated include, but are not limited to:

- Exhibit floors may require one-way aisles to minimize physical contact and bottle necks, depending on the width of the aisle.
- Separate doors may be designated as entrances and exits. Entrances and exits should be separated by at least ten feet when possible.
- Participants should not gather in any location that may impact continued traffic flow. If a crowded area is observed, please take advantage of other locations that are not crowded until the crowd has dispersed.

Exhibit Halls and Booth Guidelines

Exhibit halls can add increased risk of COVID-19 transmission if proper controls are not in place to ensure a safe environment for everyone involved. NSC has discontinued certain aspects of the exhibit hall experience as well as added aspects to maintain a safe event.

- Exhibit hall crowd density requirements are based on industry best practices and are calculated by subtracting the sold booth square footage from the total booth square footage available. The difference is divided by 12 square feet to equal the maximum attendance allowed at any given time. The maximum attendance threshold will be posted and visible to all participants during the event. Access to the exhibit hall is first come, first serve and will be limited if the threshold is reached.
- Occupancy in booth spaces should not exceed four individuals per 10' x 10' (or 100 ft²). Exhibitors are encouraged to design booths with physical/social distancing requirements in mind. Attendees are not allowed to gather in walkways to watch or interact in presentations or demonstrations.
- No food or beverages can be distributed from booth spaces.
- All booths must be cleaned and disinfected daily. It is additionally encouraged to continuously disinfect surfaces during hours of operation. All cleaning inside the booths are the responsibility of the company/individual(s) renting the booth space. Exhibitors have the option to order enhanced cleaning and disinfection services for their booths, inquire about cost and providers.
- Previously, all booths were vacuumed before exhibit halls were opened to attendees. This service is being discontinued to prevent unnecessary contact to multiple shared surfaces.
- NSC-contracted cleaning crews will vacuum in the exhibit halls aisle and show management booth carpet every night once the areas are cleared of all participants.
- Sanitation stations will be conveniently located throughout the exhibit hall.

- Exhibit halls will have designated entry and exit points and may have one-way aisles designated by signage or floor markings.
- Security personnel and/or event staff will be stationed at designated entry points and visual confirmation through CrowdPass may be required to gain access.

Ballrooms, Technical Session Rooms and Meeting Rooms

NSC continues to focus on a safe return to business while managing risks and implementing controls to help prevent COVID-19 infection. Specific guidelines are in place to manage the gathering of individuals in close proximity for educational opportunities, to perform business, or any other reason that may apply.

- All safety and health procedures will be communicated with attendees before the event and will be visible upon entry and will be reviewed with attendees at the beginning of each presentation.
- Maximum room occupancy will be 80% of standard fire code permission. Additional capacity limitations may be in place depending on the planned activities in each room. Special care will be taken when dining will occur. Please see the “Food and Beverage” section of this document for requirements involving food and beverage consumption.
- All surfaces will be cleaned daily. Sanitation stations will be available throughout event spaces for attendees to disinfect hands upon entry and as needed.
- Pre-registration is highly encouraged to confirm attendance. If pre-registration is not available or feasible, access to events is first come, first serve and will be limited if the threshold is reached.
- Security personnel and/or event staff will be stationed at designated entry points. Visual confirmation through CrowdPass may be required to gain access.
- Separate doors may be designated as entry and exit points. Please follow all posted signage for these designations.
- General seating may be limited to allow for safe distancing. Attendees should not move chairs, tables, or any other furniture from its original and designated location.
 - Furniture placement should allow for a wide path leading to identified entrance and exit points. Signage and floor markings should indicate safe distances for attendees if entry or exit queuing occurs.
- Handouts should be limited. Efforts should be made to provide materials electronically before the event. Attendees should plan accordingly and bring personal belongings for reference as necessary.

Food and Beverage

Best practices regarding the consumption of food and beverages have been heavily impacted due to the COVID-19 pandemic. NSC asks all event participants to adhere to the following guidelines and help manage risks related to food and beverage consumption.

- Tables in eating areas, regardless of size, will be placed at a safe distance on all sides from another table and/or individual. Table occupancy limits will be in place and will allow additional distance between individuals if barriers are not in place.
- Masks may be removed when eating and drinking but should be repositioned over the nose and mouth as soon as consumption has ended and during long breaks.
- Food and beverage vendors have updated standard food safety protocols and now include the following improvements:
 - Freedom Pay (cashless payments)
 - Point of sale transparent barriers
 - Individually wrapped silverware
 - Portion control condiments
- Pre-packaged food is preferred but when not feasible or desirable, food will be served by a properly trained and protected food service attendant in accordance with the Food and Drug Administration (FDA) [Employee Health and Food Safety Checklist for Human and Animal Food Operations During the COVID-19 Pandemic](#).
- When pre-packaged food and beverage is not feasible or not desirable, full-service plated meals are an alternative.
 - Plates and cutlery should be provided by the food service attendants and will be collected after consumption has ended.
 - Bulk beverages can be served to seated guests by a food service attendant.
 - Bulk beverages for take-away will be served in a lidded, disposable container.

Communication and Contact Tracing

Frequent and transparent communication between participants and NSC is vital to maintaining this procedure and all related guidelines and policies. NSC is dedicated to communicating information that is necessary for the protection of event participants. We encourage every participant to take responsibility for their own health and communicate with NSC and the local health department should any illness including COVID-19 symptoms occur.

- A full list of symptoms are updated regularly by the CDC: [symptoms consistent with COVID-19](#).

- Symptoms may appear 2-14 days after exposure to the virus. People who experience symptoms should consult their medical provider immediately.
- Communication and identification of potential and confirmed COVID-19 illnesses are important to help local health departments control the spread. Information gathered through participation in NSC events will be shared with the local health department to help their contact tracing and notification efforts. Proper contact tracing allows for timely notification of potential exposure and helps ensure the safe, sustainable and effective quarantine/isolation of contacts.

Waiver to Exhibitors and Attendees

You understand and acknowledge that you risk exposure to and contraction of potentially dangerous diseases and viruses, including but not limited to the coronavirus disease (COVID-19), by attending NSC events. You understand and acknowledge the risks associated with diseases and viruses and you are fully aware that exposure may result in, including without limitation, infection, illness, injury, or otherwise. In consideration of the above, you hereby release National Safety Council of any liability related to your attendance.