

DENVER

August 17–18, 2021, Sheraton Denver Downtown

## COVID-19 Safety Protocols & Code of Conduct

In preparation for this conference, our team and partners have been working diligently to implement policies and procedures for a safe and successful meeting. This is a shared responsibility, and we ask that you partner with us by following these guidelines and procedures before, during and after the conference to ensure your safety and the health of our staff and partners. By agreeing to attend, you understand and commit to abide by and respect these measures. We are excited to meet in person again and we thank you for your cooperation. Detailed protocols specific to this conference will be sent to registrants in the final weeks before the meeting.

### Please agree to the following:

#### Prior to Event

- Follow all state/local regulations and guidelines regarding social distancing, gathering, sanitation, and use of face coverings
- Complete screening questionnaire prior to traveling
- If you are aware that you have been exposed to COVID-19 in the past two weeks or if you are experiencing any symptoms, stay home and do not travel
- Follow cleaning and safety tips during your trip to maintain a safe travel environment (disinfecting surfaces, wearing a face covering)

#### On-Site at the Event

- Have temperature checked prior to entering meeting space as requested by meeting planner
- Wear a face covering at all times
- Adhere to social distancing protocols
- Wash hands frequently throughout the meeting
- Avoid touching eyes, nose, and mouth
- Cover your nose and mouth when coughing or sneezing. Throw used tissues in the trash
- Avoid physical greetings among attendees
- Comply with pathway signage
- Self-monitor and report any symptoms to meeting organizers immediately

#### Post Event

- Notify event organizer if you test positive for COVID-19 up to 14 days after returning home

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**What you can expect from the hotel & meeting experience:**

(Subject to change based on current environment and local regulations at the time of event)

**Policies and Procedures:**

- Full compliance with all guidelines, city/state regulations and government restrictions regarding meetings and gatherings
- Required face coverings for all employees and guests
- Protective plexiglass in designated areas
- Signage reminding attendees/staff of proper social distancing practices, hand washing, and preventive measures
- Floor markings to identify 6-ft of social distancing
- Mobile technology available to provide touchless and contactless options
- Removal or modification of shared use items
- Disposable masks available for meeting attendees
- All employees follow CDC guidance regarding handwashing and sanitizing

**Sanitation:**

- Frequent and enhanced sanitation of all high touch areas and surfaces, guest rooms, meeting space, and equipment
- Sanitizer stations throughout hotel, food stations & meeting space
- Increased hand washing required of all hotel and meeting staff
- Use of electrostatic sprayers throughout meeting space for 360-degree cleaning

**Meeting Space:**

- Meeting room setups that allow for 6 feet of social distancing between all attendees
- Designated entrances and exits
- Increased aisle ways and larger aisle ways

**Meals:**

- Individually plated, wrapped or boxed meals
- Single serve condiments
- Modified buffet stations and coffee service with plexiglass and full-service by hotel staff
- Disposable napkins, gloves and tissues on self-serve stations