



The Onsite Meeting Sanitation, Safety & Resource Guide

Best practices to support the health and safety of your participants



Table of Contents

Foreword By Andy McNeill, CEO, American Meetings, Inc.

2

Pre-Meeting Checklist for Live Events

3

Live Meeting Checklist for Live Events

6

Post Meeting Checklist for Live Events

9

Foreword:

Dear AMI Partner,

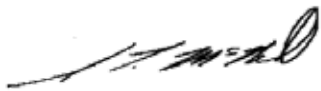
As live meetings once again re-enter new “live meeting landscape”, AMI has created a resource of best practices and checklists to support the health and safety of organizers and participants.

The world economy is opening back up to global travel and live meeting interaction, planning for the safety and health of attendees must be the primary focus for organizers and meeting champions.

While following local laws and guidelines will always be our first priority, this resource will lay out the best practices as of this publish date to help guide current and future

This guide is set-up to offer pre-meeting, live meeting, and post meeting checklists to simplify and address each stage for better planning.

Be safe,



Andy McNeill CEO - American Meetings, Inc.



Pre-Meeting Checklist

Use this checklist to determine goals risks and event specifications prior to your meeting

- Evaluate goals, size and scope
- Determine Risks
- Review your contract and negotiate it
- Review venue cleaning policies & procedures
- Develop your on-site plan
- Manage food and beverage options
- Pre-order PPE and other supplies
- Ensure your venue is prepared
- Communicate frequently to attendees
- Develop event flow set-up

Pre-Meeting Checklist



Review venue Cleaning policies & procedures

Ask for mobile touchless sanitary stations in all public meeting spaces, and appropriate current signage recommended by the CDC (www.cdc.gov)

Evaluate Goals, Size & Scope

What are you wanting to accomplish with this live event? What new ways can you achieve these goals while keeping everyone safe? This may mean smaller attendance, virtual components, breakouts rather than a large general assembly, or utilizing more space. Understanding the size, scope and goals will help you know what venue needs are required to spread out attendees.

Determine Risk

Considering the current level of risk around highest touch and congregation areas is your first step. Determine the flow of participants and explore how to best create a path for participants, as well as how to best manage and how to keep the space safe. Consider pre-registration applications that include questions that reveal risk such as recent travel or exposure to COVID-19.

Review your contract and negotiate it

There's never been a more important time to review all the terms of your venue agreement. Using a third-party negotiator who is well versed in contracts can save you financial risk and liability exposure should if anything happen. Ensure rebook, force majeure, no attrition clauses, and gathering clauses are all in place. Have the venue include their internal safety and sanitary policies and procedures as an addendum to the contract. Ensure they meet your requirements.

Develop Your Onsite Plan

Create a plan for layout, flow and frequency of cleaning and sanitizing, as well as appropriate social distancing policies. Consider if more space is needed if outdoor space can be included, and if virtual or non-contact options are available to ease flow. Be aware of any and all gathering laws and local mandates.

Pre-Meeting Checklist

Pre-Order PPE & Other Supplies

Have everything in place needed for the day of event, understanding product availability and shipping delays may play a factor as live events begin resurfacing.



Manage food & beverage options

Determine how any catering will be handled and managed to avoid lines of people in close contact. Consider replacing buffet and self-service stations with grab and go and in-room options. Request disposable dishes & utensils, specifically for meals and any break stations.

Ensure Your Venue is Prepared

Consider Electrostatic sprayers that are ideal for cleaning all surfaces, as they spray a cleaner that wraps itself around surfaces to provide 360-degree sanitation. “Kill” times vary, so plan to have the meeting areas sanitized and able to sit for a time before opening doors to guests.

Develop Event Flow Set-Up

Plan for wider aisles for social distancing, Plexiglas shields at areas with face to face contact, traffic flow, and 6’ distance signage and other notices and directions should be communicated and re-enforced with participants and staff alike. Make sure signs are easy to read and are accessible to the diversity of your expected participants, such as having multi-lingual postings and information accessible to persons with disabilities.

Communicate frequently To attendees

During pre-meeting communication, outline to all attendees what you are doing to prepare for them, and how they can assist in keeping their fellow attendees safe. Keeping the lines of communication open is paramount for your attendees is key.





Live Meeting Checklist

Use this checklist to plan for on-site requirements associated with your live meeting on-site

- Temperature Checks**
- Ask Health Questions**
- Require PPE**
- Plan for Contactless options**
- Sanitation stations**
- Require on-going cleaning**
- Be agile in your planning and response**

Live Meeting Checklist

Temperature Checks

Temperature checks for participants and staff working the event. Those who are showing signs of illness, such as an elevated temperature, are to be excluded from participation in the live event. Consider having remote or virtual options for those who want to participate but are potentially ill.

Ask Health Questions

Require and/or provide masks or facial coverings. Some locations still have mandates in effect, while others simply maintain a recommendation to wear masks. Check local laws and determine the conditions for wearing a mask by which staff and/or participants will need to abide. Branded masks are a great way to encourage both participation and safety.

Require PPE

Health questionnaires can also be used to determine if a participant, or staff person has been exposed to COVID through close contact, travel or other means. Determine the risk while maintaining medical confidentiality and adjusting to best accommodate the safety of all guests.

Plan for Contactless Options

Plan for on-line registration, contact-less delivery of pre-reads and attendee gifts, digital check-in, and disposable/one-time use products are a best practice to reduce the chance of high touch and the need for additional cleaning.



Live Meeting Checklist



Sanitation Stations

Plan for hand sanitizer stations throughout the event, access to hand washing stations, access to clean gloves and masks and single dispensers of paper towels can all help participants mitigate their risk of infection. Considering event flow when placing sanitation stations where they would be most needed and desired.

Require On-Going Cleaning

Day porters are often used during live events, but they really shouldn't be as inconspicuous as in the past. Let participants know what steps you are talking to keep the space clean as the day progresses. Determine if sanitizing after the last session and before the next day's session is appropriate.

Be Agile In Your Planning And Response

Now is the time to make changes quickly if something appears to be problematic. Be willing and able to make changes to seating configurations or traffic flow.

Post-Meeting Checklist

Use this checklist to provide guidance post event to ensure a complete wrap-up of your

- Managing trash**
- Clean and sanitize**
- Send Evaluations or surveys**
- Drop Ship Thank you gifts**
- Conduct Final debrief**

Post-Meeting Checklist

Managing Trash

Single use items and digital methods have likely replaced conference and event items that may normally be recycled or reused. Determine how to best handle janitorial and trash services in the best way.

Clean and Sanitize

Make sure the venue performs a thorough cleaning of all surfaces, then sanitize. Cleaning removes trash, dirt and debris, while sanitation focuses on eliminating cross contamination, disease and germs. Again, electrostatic sprayers will provide a complete sanitation for the next round of meetings.

Ship Thank You Gifts

Thank you gifts to staff, speakers and/or participants can be shipped directly to minimize contact. Consider using a gifting service to cut out any additional handling.



Send Evaluations or Surveys

Send and elicit feedback shortly after the event using online collection to provide contactless feedback, and gain ideas on how you can improve your planning and execution.

Conduct Final Debrief

Conduct a post-con with clients, and staff to determine what changes may be needed for the future and to discuss what was successful. Celebrate your success!