



***We have recently released our Healthy Venues plan, showcasing our commitment to maintaining a safe and healthy space for you to host conventions, tradeshows, meetings, social events and more. As you begin to plan for the relaunch of your own events, help us share in the responsibility for keeping guests, business partners and staff safe by following our Healthy Venues client recommendations.***

The following recommendations have been developed with information from the Convention Centres of Canada COVID-19 Recovery Taskforce, the Canadian Association of Exposition Management's Exposition Recovery Taskforce and the Alberta Exposition Recovery Taskforce.

**THESE RECOMMENDATIONS ARE SUBJECT TO CHANGE AS RESTRICTIONS EVOLVE AND AS MORE INFORMATION FROM THE GOVERNMENT OF ALBERTA AND OUR INDUSTRY BECOMES AVAILABLE.**



## GENERAL PROTOCOLS

The following protocols should be implemented by the event planner or client for all events:

- Appoint a health and safety point person for the duration of your event to ensure protocols and guidelines are being followed.
- Implement a Fit for Work assessment tool to screen your staff and contractors for symptoms prior to arriving at your event.
- Communicate in advance with your contractors, exhibitors and attendees the health and safety protocols and expectations that will be in place.
- Coordinate with your event manager to create floorplans that allow for wider aisles, one-way traffic, two meters of physical distance and capacity limitations.
- Consult with your event manager to ensure menu selections can be facilitated through full-service models only. Request pre-packaged and single-serve items where possible.
- Where practicable, physical barriers such as clear plastic partitions should be installed for interactions that cannot accommodate two meters of physical distance.
- Outfit your staff with the appropriate PPE.
- Facilitate ongoing public address system announcements to remind guests of hygiene protocols and physical distancing requirements.
- Face masks and cloth face coverings should be worn whenever exhibitors, contractors and guests are within two meters of each other to prevent spread through respiratory droplets.
- Register all attendees with their full name and contact information to properly capture who has attended the event.
- Encourage cashless sales only. Sanitize the point of sale terminal after every use.
- Encourage online advance ticket sales and stagger arrivals and departure times to reduce contact exposure onsite and control capacity.
- Eliminate registration desks and offer online registration only.
- Go paperless! Consider eliminating badges and lanyards. Offer digital downloads of promotional materials and eliminate giveaways.
- Encourage a no-contact policy (no shaking hands, no exchanging business cards, etc.)
- Encourage your exhibitors, contractors and attendees to download the ABTraceTogether app.



## EVENT-SPECIFIC PROTOCOLS

In addition to the general recommendations, the following protocols should be implemented by the event planner or client for specific event types.

### MEETINGS & CONVENTIONS

- Classroom, half-round or theatre style floorplans should be reorganized to accommodate changes in capacity limitations and to allow for two meters of physical distancing between attendees.
- Consider placing hygiene reminders and physical distancing protocol information at each seat.
- Remove communal items such as pens, notepads and learning materials and brochures from public spaces.
  - *Ensure these items are single-use and are only accessible at individual workstations or seats.*
- Stagger refreshment breaks to allow for social distancing.

### EXHIBITIONS AND TRADE SHOWS

- Install physical barriers and place markers to allow for one-way traffic flow and two meters of physical distancing.
- Exhibit booth space must be large enough to permit physical distancing of two meters or have a physical barrier which prevents people from entering the booth.
- Ask exhibitors to eliminate promotional products, brochures or giveaways that are passed to attendees.
- Assign move in/move out times to limit the number of people present on the loading docks and exhibit floor at one time. Assign a dock manager to control the flow of traffic.

### SOCIAL EVENTS & GALAS

- Cocktail receptions will be suspended until further notice until safety protocols can be established.
- Dancing and dance floors will be suspended until further notice.
- Move silent auctions or other fundraising activities to online platforms.
- Buffet and self-serve food service will be replaced with full-service styles until further notice.