



NSC COVID-19 Event Management Procedure

2021 NSC Safety Congress & Expo

The National Safety Council (NSC) established this COVID-19 Event Management Procedures to guide the gathering of vaccinated and non-vaccinated populations 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, it is Council's belief that all individuals should seek a federally approved vaccination against the COVID-19 virus. For the purposes of the 2021 NSC Safety Congress & Expo, vaccinated populations are defined as groups of individuals who have all provided proof of vaccination against COVID-19 to NSC. Non-vaccinated populations are defined as groups of individuals who have not provided proof of vaccination against COVID-19 to NSC, regardless of actual vaccination status.

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 the NSC Safety Congress & Expo 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 that are typically included in a gathering of vaccinated and non-vaccinated populations over 20 individuals. 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 refrain from handshakes, high-fives, fist bumps, and other physical contact.
- Do not share 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 expect participants to practice the following “Safe Behaviors”.
 - Do not attend the event if you feel sick.
 - Wash your hands frequently for 20 seconds or make use of the hand sanitizer located in designated areas around the event.
 - Avoid touching your eyes, nose, and mouth.
 - Get adequate sleep and eat well-balanced meals to ensure a healthy immune system.
- NSC requires participants to practice the following “Safe Behaviors”. Failure to follow these “Safe Behaviors” will result in refusal of entry or ejection from NSC Safety Congress & Expo.
 - Do not attend the event if you develop [symptoms consistent with COVID-19](#).
 - Maintain physical/social distance at all times.
 - Attendees must wear a properly fitting face covering/mask at all times that aligns with CDC guidelines. An N-95 mask will be provided to all attendees at the 2021 NSC Safety Congress & Expo. Attendees may also choose to wear their own face covering/mask provided it meets or exceeds CDC guidelines for face coverings.
 - 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 Safety Congress & Expo.

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 bases.
- 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. The Orange County Convention Center meets CDC-recommended HVAC ventilation guidelines.

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 **Fern Health Check powered by ShareMy.Health** in an effort to enhance the event experience. **ShareMy.Health** is a digital health platform enabling individuals and organizations to verify, securely share and manage personal health data and credentials. Individuals can manage their health credentials through the **ShareMy.Health** app, an encrypted digital wallet on their smartphone. This provides individuals with a HIPAA compliant ability to own the rights to their personal health credentials, manage access to their data, and consent to share specific data over a defined time period with trusted organizations.
 - After registering for the 2021 NSC Safety Congress & Expo, attendees will receive an invitation email to create an account with **ShareMy.Health**. When registering, be sure to use the same email address used in your invitation. Through your individual profile, you can register your testing results and manage your vaccine uploads. Access is granted to attendees that meet NSC requirements by visually showing a “green check” on your mobile device. Representatives will be on site starting October 7, 2021 for one-on-one assistance if needed.
- NSC requires all participants to share their negative test results, proof of COVID-19 vaccination in lieu of a negative test result, and daily health confirmation with **ShareMy.Health** to be granted access to all event spaces, including shuttle busses.
 - Participants must provide a daily negative test result, results valid for 24 hours. All costs of testing are the responsibility of the attendee.
 - Onsite testing facilities are not available.
 - PCR test results are recommended and can be completed at one of several Walgreens [facilities](#) in the Orlando area.



- Rapid antigen test results are also accepted.
- Attendees can submit proof of COVID-19 vaccination in lieu of a daily negative test result by uploading an image of the CDC COVID-19 Vaccination Record Card to **ShareMy.Health**.
- All costs associated with testing are the responsibility of the individual, NSC is not responsible for related costs and will not reimburse attendees.
- Participants must perform daily health checks to confirm they are feeling well before entering event spaces. Daily health checks will be completed using **ShareMy.Health**.
 - Daily health check questions include the following questions:
 1. Have you experienced any of the following symptoms in the past 48 hours: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea?
 2. Have you been in close physical contact in the last 14 days with anyone who is known to have laboratory-confirmed COVID-19 OR anyone who has any symptoms consistent with COVID-19? If you are fully vaccinated answer "NO."
 3. Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?
 4. Are you currently waiting on the results of a COVID-19 test?
- Participants who receive a positive test result, do not pass the daily health check, or 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.
 - Participants who received two consecutive positive tests but did not present with symptoms can discontinue isolation:
 - If they continue to have no symptoms **and**
 - 10 days have passed since the date they had their last positive test.

Arriving Onsite

Attendees are required to register for the 2021 NSC Safety Congress & Expo with **Convention Data Services** 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 **ShareMy.Health** before boarding the bus.
- Visual confirmation through **ShareMy.Health** 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 **ShareMy.Health** is 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 **ShareMy.Health** is 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:

<https://congress.nsc.org/nsc2021/public/Content.aspx?ID=6327&sortMenu=105000>

Onsite Support

To ensure a touch-free environment and to maintain efficiency, online registration is required. If attendees experience issues with online registration, **Convention Data Services** will be onsite to assist with registration. Additionally, individuals will be stationed at “**ShareMy.Health** Help Desks” throughout the event space to help with COVID-19 health checks and monitoring.

- Transparent barriers may be used to separate individuals during interactions. Please respect these barriers and wait for an empty counter before approaching desks for assistance.

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 multiplied by 36 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 through the GES Exhibitor Manual. This service is at an additional cost of \$18.00 per 100 ft² per night.
- 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 **ShareMy.Health** is required to gain access.
- Many previous services are available by appointment only. This includes Career Center discussions and future space selection and reservation. Appointments should be made before the event and participation is first come, first served.

All standard exhibit hall health and safety procedures apply. Full procedures are included in the GES Service Manual.



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, will be visible upon entry and will be reviewed with attendees at the beginning of each presentation.
- Maximum room occupancy will be 50% 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 served 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 **ShareMy.Health** is required to gain access.
- Separate doors may be designated as entry and exit points. Please follow all posted signage for these designations.
- All general seating will 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.

- Designated areas will be constructed for a safe eating experience.
- All food and beverages should be consumed while seated in eating areas. 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 adequate 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 in not feasible or not desirable, full-service plated meals are an alternative.
 - Barriers will be placed between participants and food service attendants when possible.
 - 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 the 2021 NSC Safety Congress & Expo. 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.