

# 2020 9-1-1 Summit

## SAFETY GUIDELINES

Individuals intending to participate in the 9-1-1 Summit are asked to stay home if:

- (1) they experience CDC-specified COVID-19 symptoms in the days leading up to the Summit;
- (2) they come in contact with someone positive for the virus in the days leading up to the Summit;
- or (3) they feel uncomfortable following this year's event safety guidelines.

In all of the aforementioned situations, a full refund will be provided to those registered to participate.

*The ACCA staff continues to monitor the trajectory of COVID-19, along with state and federal guidelines, and will adjust the stringency of its safety guidelines as necessary.*

### Alabama NENA Quarterly Membership Meeting | July 16, 9 a.m. - Noon

#### Sign-In & Meeting Entry Process

##### Prior to Entering the Meeting Room

- Access to the meeting room will be available starting at 9 a.m., a hour prior to the meeting's start, to allow sufficient time for participants to safely enter the room.
- Attendees will be reminded of the CDC-specified symptoms of COVID-19 and prohibited from entering the meeting room should they be experiencing or exhibiting symptoms.
- The temperature of each attendee will be taken by an ACCA staff member. Individuals with a temperature exceeding 100.4 degrees Fahrenheit will not be allowed inside the meeting room.
- Attendees are asked to bring their own mask(s) and gloves to the meeting and to wear a mask at all times during the event, except while eating or drinking. Masks and gloves will be provided by an ACCA staff member to attendees without proper personal protective equipment.
- Attendees will be asked to utilize the hand sanitizer stations placed at the entry into the meeting room and throughout the hotel.
- In lieu of a meeting sign-in sheet, an ACCA staff member will check off your name upon outside the entrance to the meeting room.

#### Meeting Implementation Process

##### Upon Entering the Meeting Room

- Separate doorways to enter and exit the meeting room will be designated and clearly marked.
- Attendees will be asked to select a definitive location to sit for the entirety of the meeting. A personal table and chair will be available for each attendee, and each table/chair will be positioned at 6 feet or more apart.
- Any items or materials necessary for participants to possess during the meeting, such as namebadges or pens, will be preset at each table.
- Attendees will be asked to wear a mask at all times while in the meeting room.
- Attendees presenting at the meeting will be permitted to remove their mask if in position behind a podium.

#### Food & Beverage Consumption

##### During Lunch

- A hotel staff member will deliver the lunch meal, along with an attendee's choice of beverage, to each individual table.

#### Miscellaneous

- The hotel staff will monitor and oversee the number and flow of individuals inside the hotel restrooms.
- An ACCA staff member will sanitize speaker contact points -- including microphones and podiums -- in between each speaker.
- Attendees will be asked not to approach speakers for one-on-one discussions but rather to email any questions they may have.

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**In all of the aforementioned situations, a full refund will be provided to those registered to participate.**

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### AAND Annual Workshop | July 16, 11 a.m. - 6 p.m. & July 17, 7:30 a.m. - Noon Sign-In & Meeting Entry Process

#### Prior to Entering the Meeting Room

- Online pre-registration will be required for all individuals who wish to participate in the Workshop, which means anyone not pre-registered for the Workshop will not be permitted to register onsite.
- Registration for the Workshop will open at 11 a.m., two hours prior to the Workshop's start, on Thursday to allow sufficient time for participants to safely enter the room. Breakfast will be offered from 7:30-8:30 a.m. on Friday to, again, allow participants ample time to safely enter their designated location for eating and to return to their table in the Workshop room, if necessary.
- Attendees will be reminded of the CDC-specified symptoms of COVID-19 and prohibited from entering the Workshop room should they be experiencing or exhibiting symptoms.
- The temperature of each attendee will be taken by an ACCA staff member during the registration process on Thursday and prior to breakfast on Friday. Individuals with a temperature exceeding 100.4 degrees Fahrenheit will not be allowed inside the Workshop room.
- Attendees are asked to bring their own mask(s) and gloves to the Workshop and to wear a mask at all times during the event, except while eating or drinking. Masks and gloves will be provided by an ACCA staff member to attendees with no personal protective equipment.
- Attendees will be asked to utilize the hand sanitizer stations placed at the entry into the meeting room and throughout the hotel.
- In lieu of the traditional registration process, an ACCA staff member will be positioned near the entry to the Workshop room to request and check off your name upon entering.

#### Meeting Implementation Process

##### Upon Entering the Meeting Room

- Separate doorways to enter and exit the Workshop room will be designated and clearly marked.
- Attendees will be asked to select a definitive location to sit for both days of the Workshop. A personal table and chair will be available for each attendee, and each table/chair will be positioned at 6 feet or more apart.
- All essential Workshop-related materials -- including a program, two peel-and-stick name badges, a pen and personal hand sanitizer -- will be preset at each table.
- Attendees will be asked to wear a mask at all times while in the Workshop room.
- Attendees serving as Workshop speakers will be permitted to remove their mask once in position behind a podium or at their designated speaking platform.

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### AAND Annual Workshop | July 16, 11 a.m. - 6 p.m. & July 17, 7:30 a.m. - Noon

#### Food & Beverage Consumption

##### During Breaks

- Pre-packaged refreshments will be available in the Workshop room and a second nearby room.
- A portion of attendees will be invited to stay in the Workshop room to consume refreshments, while the remaining attendees will be asked to move to the second nearby room for food and beverage consumption.
- Attendees will be permitted to remove their mask once they have received their refreshments and are sitting at their designated table.

##### During the Strolling Reception

- The Strolling Reception will be held outside in a covered location.
- Pre-packaged plates with hors d'oeuvres will be available for pick-up upon entering the reception.
- An open bar will be available and set to allow for proper social distancing.
- During the Reception, attendees will be permitted to remove their mask when eating or drinking at a distance from fellow attendees that is socially and safely acceptable.
- Attendees are asked to wear their mask when speaking socially with small groups of attendees.

##### During the Breakfast

- A pre-packaged breakfast will be available for picking up and consuming in the Workshop room and a second nearby room.
- Attendees who consumed refreshments in the Workshop room the day prior will be asked to enjoy their breakfast again in the Workshop room and at their same table.
- Attendees who consumed refreshments in the second nearby room the day prior will be asked to enjoy their breakfast in the same room and at their same table.
- Attendees will be permitted to remove their mask once they have received their breakfast items and are sitting at their designated table.

##### Miscellaneous

- The hotel staff will monitor and oversee the number and flow of individuals inside the hotel restrooms.
- The hotel staff will clean/sanitize overnight each table and its associated linens and each chair in the Workshop room.
- An ACCA staff member will sanitize speaker contact points -- including microphones and podiums -- in between each speaker.
- Attendees will be asked not to approach speakers for one-on-one discussions but rather to email any questions they may have.