



Preparedness & Precautions

MPI Minnesota Preparedness & Precaution Mission

The health and safety of members and in person guests is of the utmost importance to MPI Minnesota. With these priorities at the forefront of every decision, MPI Minnesota has established a task force of industry leaders who have implemented preparedness & precautionary plans within their respective organizations. This task force has followed all local, state, and CDC recommended guidelines to implement safety measures in order for the chapter to meet in person in a way that is as safe as possible given the current situation. MPI Minnesota will continue to monitor current guidelines for events as the situation unfolds and is ready to adjust this plan as guidance from these organizations evolves.

UPDATE:

a note for all
vaccinated attendees,
vendors, staff,
speakers, sponsors and
displayers

5.17.2021

- Due to the recent roll out of the COVID-19 vaccine we acknowledge certain restrictions may not need to be warranted. However, we are asking ALL attendees, vendors, staff, speakers (not at podium), sponsors and displayers to follow our same precautions as set forth in this document.



VENDOR & VENUE

Preparedness & Precautions

Preparedness - Venue

CONTRACT AND HEALTH ATTESTATIONS

- All venues must provide a COVID preparedness plan and have written details of their cleanliness procedures pre and post events.
- All venues must have their staff adhere to the same self-health attestation that we do our guests.
- All venues must have their staff adhere to the same precautions we ask of our attendees, board, staff, guests and speakers.

FLOOR PLAN

- All venues will follow state guidance and executive orders on spacing and guidelines.
- We will limit all 60 inch rounds or greater to four people per. Anything smaller than 60 inches will have less people per table.

PPE AND OTHER ITEMS

- Venues will provide:
 - Hand sanitizer
 - Floor decals or markings when applicable
 - Appropriate venue related signage
 - If applicable, disposable masks

Preparedness- Food/ Beverage Vendors

- All bars and buffets and self-service items will have accessible hand sanitizer station near by or ability to wear gloves. All staff and guests are required to wear a mask at buffets and self-service stations.
- All staff servicing food or beverage should be wearing appropriate PPE (which includes masks covering nose and mouth). When applicable rubber gloves are preferred.
- Individually wrapped or enclosed food and beverage options will be a preferred method of food and beverage safety when applicable.



ATTENDEE/ GUEST/ STAFF/ BOD/ SPEAKERS AND SPONSORS

Preparedness & Precautions

Before an event

- We have enhanced our health and safety measures to mitigate risk for you and other attendees at MPI Minnesota events. An inherent risk of exposure to COVID-19 exists in any public space where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. By attending an MPI Minnesota event, you voluntarily assume all risks related to potential exposure to COVID-19.
- To help mitigate that risk, we are asking all of our attendees to answer the following questions. If you are unable to certify that your answers to each of the following questions is “no” then (1) you will not be allowed to enter the event premises, (2) we will refund your registration fee within a two-week post event timeframe.
- In the past 72 hours have you or anyone in your household experienced:
 - A temperature equal to or greater than 100.4 degrees F
 - New or worsening cough
 - Shortness of breath or chest tightness
 - Sore throat
 - Vomiting/ diarrhea
 - Extreme fatigue
 - Loss of sense of taste or smell
 - Persistent muscle aches
 - Headaches

Entry

- Before entering the premises, please do the following
 - Place your mask properly over nose and mouth from the time of entry on premises. If venue has signage denoting otherwise to have mask on prior to this point, please follow signage set forth by venue.
 - By coming/ entering the event space you have acknowledged that you are not showing any of the symptoms related to the COVID-19 virus.

Registration/ Check in

- Waiver station will be the first check point for our events.
 - If you are unwilling to sign our waiver we will refund your registration and ask you do not attend our event
 - Waivers will be sent in advance for all preregistered guests to view
- Contactless registration desk
 - Attendees will pick up their own name tag.
 - If a line forms, attendees will properly socially distance. The floor will be marked accordingly.
 - Plexiglass dividers will be set up between registration attendant and attendee.
 - Registration will be dispersed as much as possible.

Signage & traffic flow patterns

- Please read all signage and follow precautions noted.
- Key entry and exit points will have traffic patterns & directions noted.

Personal Protection

MASKS

- A mask that covers both nose and mouth are required

SOCIAL DISTANCING

- We ask folks to consider six-foot social distancing when applicable.

WASHING HANDS

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before and after eating.

DON'T TOUCH FACE

- Refrain from touching your face as much as possible

PPE & other precautions

- Please bring your own mask. Disposable PPE will be available onsite should you need it.
- Hand Sanitizer stations will be available.
- Touch points will be minimized.
- Disinfectant wipes will be available onsite.
- Discourage people from sharing items that are difficult to clean, sanitize, or disinfect.
- Limit any sharing of food, tools, equipment, or supplies by staff members.

Venue/ Staff

- All venue staff or vendors will adhere to MPI Minnesota guidelines as we have laid out for attendees.
- All venues chosen by MPI Minnesota have been screened to ensure proper cleanliness protocols and procedures are in place in order for events to be held in person in a way that is as safe as possible.

Food & Beverage

- Food will be serviced in a minimal contact service style when applicable.
- All staff servicing food or beverage will be wearing appropriate PPE.
- Individually wrapped or enclosed food and beverage options will be a preferred method of food and beverage safety.

Event follow-up

- **In accordance to Minnesota Health Department we ask that your contact information be up to date.** If someone has contracted COVID-19 and attended our events within 14 days of that window, attendees will be alerted.
- If you contract/ or test positive for COVID-19 within 14 days following our event, please contact the office of MPI Minnesota immediately via email or phone; office@mpimn.org or (651) 917-6243.



In addition for
SPEAKERS

Preparedness & Precautions

Speaker & Panel protocols

LECTERN

- Lectern will be equipped with disinfectant wipes and hand sanitizer.
 - After presentation please wipe, mic, lectern and clicker with disinfectant wipe. It is okay to have this take a couple moments.

Q&A

- Any live audience Q&A will have a mic runner. Mic runner will be wearing mask, rubber gloves and will be equipped with disinfectant wipes.
 - Runner will wipe down microphone top between each question. Only the runner will be holding the microphone and keeping a safe distance.

STAGE ETIQUETTE / TRAFFIC PATTERNS

- Stages will be clearly marked with one-way traffic patterns on and off the stage.
- During speaker transitions be patient and wait for previous speaker to clean the podium along with keeping an appropriate six-foot distance away.

MASKS

- Masks will be worn on to the stage and can be taken off once directly in front of podium or at panel seat.

BACK-UP

- Speakers should consider a back up option if they are not able to speak live due to situations out of their control. Consider a prerecorded video as a worst-case scenario.



In addition for

EXHIBITORS AND SPONSORS

Preparedness & Precautions

Tradeshow/ Display Booth Protocols

GAMES & ENTERTAINMENT

- Any type of game or entertainment at vendor booth should first consider implementing all COVID precautions and/or avoiding any unnecessary risk of exposure.

SETUP/ TEAR DOWN

- Vendors should allow ample time for set up and tear down to not rush and risk contamination or uncleanliness.