



Preparedness & Precautions

Updated 10.9.2020

## 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 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.

# Vaccinated or Unvaccinated

Updated 9.7.2021

- Mandated Mask wearing for all attendees for the September Monthly Meeting based on the lack of social distancing due to size of venue and nature of roundtable discussions. Please be respectful to all attendees and wear your mask below your chin and above your nose. The state is seeing a surge in covid-19 transmission with the Delta Variant and MPI MN wants to do our part and stop the spread.



# VENDOR & VENUE

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# 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. At current time restrictions have been lifted in state of Minnesota unless place of business determines different precautions which we will then follow.

## **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 servicing food or beverage will be wearing appropriate PPE, which includes masks covering nose and mouth. When applicable rubber gloves are preferred.



# ATTENDEE/ GUEST/ STAFF/ BOD/ SPEAKERS AND SPONSORS

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## 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
  - 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
  - Plexiglass dividers will be set up between registration attendant and attendee.
  - Registration will be dispersed as much as possible.

# Signage

- Please read all signage and follow precautions noted.

# Personal Protection

## **MASKS (required for unvaccinated individuals)**

- A masks should cover both nose and mouth

## **SOCIAL DISTANCING**

- We ask folks to consider six-foot social distancing when applicable. But it is not required.

## **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

- Should you need or want it, please bring your own mask. Disposable PPE will be available onsite should you need it.
- Hand Sanitizer stations will be available.
- Disinfectant wipes will be available onsite.
- We are discouraging people from sharing items that are difficult to clean, sanitize, or disinfect.

## 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 with 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](mailto:office@mpimn.org) or (651) 917-6243.



In addition for  
**SPEAKERS**

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# Speaker & Panel protocols

## **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**

- During speaker transitions be patient and wait for previous speaker to depart podium area.

## **MASKS**

- Masks will be worn on to the stage for those that need or want to wear one and can be taken off once directly in front of podium. Round table leaders will keep mask on during discussions.

## **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

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# Tradeshow/ Display Booth Protocols

## **SETUP/ TEAR DOWN**

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