

# 2021 Safety Plan and COVID-19 Protocols

## Municipalities Newfoundland and Labrador Conference, AGM and Trade Show

This Safety Plans is written in compliance with provincial regulations and public health directives effective October 5, 2021. It will be amended when necessary to maintain compliance as regulations and public health directives change.

### SCOPE

This Safety Plan applies to all meetings spaces and formal gatherings of the 2021 MNL Conference and Trade Show at the Corner Brook Civic Centre from November 3-6, 2021.

### SCREENING

No drop-ins are allowed; only MNL Board and Staff, registered delegates, partners, sponsors, trade show vendors and approved service providers are permitted entry to this event.

During the process of registering for this event, all participants will be reminded to perform a daily COVID-19 self-screening. Participants will be reminded that if they answer 'yes' to any of the screening questions, they are not to attend the event.

All participants will be required to show proof of vaccination when they arrive to the door at the event. This means that in-person delegates will have to have had two vaccinations for COVID-19 at least two weeks in advance of the event in order to attend. Please note that a virtual streaming of the main conference sessions will be available.

Delegates who live in areas under Alert Level 3 or higher will not be permitted to attend in-person. Provincial guidance under Alert Levels 3, 4, and 5, indicates that residents are to stay at home as



much as possible. A virtual streaming of the main conference sessions will be available to those unable to attend in person.

Upon arrival, all participants will enter at a designated location where security staff will verify that the participant has completed their daily self-screening. Security staff will also take the participants temperature prior to ensure they do not have a fever before being allowed entry.

Contact information of all participants will be collected upon entry to the facility. This information is retained for contact tracing purposes for a period of at least one month from the date of the event.

Participants will receive wrist bands when entering the facility to note that their daily self-assessment, temperature check has been completed, and vaccination status has been confirmed.

Participants who appear ill with COVID-19 symptoms may be asked by to leave the event out of an abundance of caution. The participant will be advised to return home and call 811 immediately. The participant will receive a full refund of their registration for the event and will be provided virtual access at no additional cost.

### PHYSICAL ENVIRONMENT/PHYSICAL DISTANCING

Event booking and check-in processes will limit the number of participants at the facilities at one

time to allowable limits under provincial regulation and public health directives. This event will have a maximum capacity of 350 participants.

Security will be located at all entrances and exits. A facility map will be distributed and posted online showing the primary entrances and exits to be used by participants of the event.

All meeting rooms, including the trade show area, will maintain physical distancing of 2 metres, consistent with current public health guidelines. In some instances, individuals may be seated within 2m of one another; however, masks will be always worn, and participants will be made aware of the lack of physical distancing present.

Floor decals, tape or other markers will be used to delineate areas and maintain physical distancing (2 metres) for staff and participant areas (e.g., areas where queuing may occur).

Excess furniture will be removed where possible.

Fixed or excess furniture that cannot be removed will have a do not use or have a Restricted Seating sign.

Maximum occupancy signs, based on physical distancing, will be posted in common areas (e.g., meeting rooms, elevators, washrooms, etc.).

Seating plans for the meeting rooms will follow physical distancing and allowable limits per table under provincial public health directives. Signage will be applied as appropriate.

Physical distancing signage reminders will be posted throughout the facility including stairwells

Where music will be played, it will not exceed the level at which normal conversation is possible, to discourage shouting or yelling.

This event will comply with any provincial and local public health directives regarding opening/closing times and on the sale and service of alcohol where applicable.

Where food service is provided, it will be individually served or served by catering staff wearing the appropriate PPE. Utensils, condiments and similar will be individual served/provided and/or individually wrapped to discourage touching of common surfaces (e.g., multiple people reaching into the same container for forks).

The event will also be offered virtually to reduce the number of participants on site at one time.

## **HAND HYGIENE, CLEANING AND DISINFECTION**

Handwashing facilities are available in washrooms. Washrooms will be checked for soap and paper towels on a regular basis during the day by facility staff.

Hand sanitizer stations are available throughout the facility and will be checked regularly during the day by facility staff.

Participants will receive an individual bottle of hand sanitizer upon registration.

High touch surfaces will be disinfected by facility staff throughout the day.

Shared equipment, podiums, microphones, etc. will be disinfected by MNL staff before use.

MNL and facility staff will conduct additional disinfection on equipment where needed.

Where possible, individuals will be encouraged to bring their own equipment (e.g. pens, paper, laptop) to reducing handling of shared equipment and materials.

## **MASKS**

Except when eating or drinking, all participants will be required to wear a non-medical mask while indoors at the Corner Brook Civic Centre.

Participants will receive a non-medical mask upon

registration.

Extra non-medical masks will be kept on-site in the event an individual forgets, damages or loses their own non-medical mask.

Information on non-medical masks will be posted at the facility.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In all circumstances, physical distancing will be followed, and non-medical masks will be worn.

If a participant is not able to maintain physical distancing consistently, a medical grade mask will be used by the participant.

Where first aid is required, facility staff will follow all public health guidelines and wear appropriate PPE when helping.

## **TRADE SHOW**

Social activities that are loud or make it difficult to hear during exhibition/presentations will not be permitted.

There will be 36 booths at the trade show. Each

booth will be limited to one vendor presenter at a time.

There will be one entrance and one exit to the trade show in the Corner Brook Civic Centre Studio. Facility security will be stationed at the entry and exit point to monitor the number of people in the Studio at any one time. The maximum capacity is 150 participants.

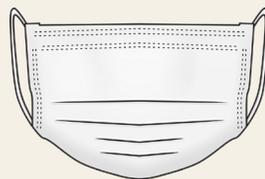
Demonstrations that are interactive or involve wearing the same headsets or using the same touch screens will not be permitted.

Taste testing/sampling will not be permitted.

Gifts/prizes and the collection of contact information via business cards or tickets/entry forms will not be permitted.

Set up will adhere to appropriate physical distancing (maintaining two metres or two arms' length from others). Vendors' booths will be separated to help ensure that participants can maintain physical distance from each other.

Walking areas will be extra wide and one-way to allow foot traffic to have a smooth flow and allow for passage between vendors and their visiting patrons when needed.



# Keep Safe

Please keep your distance from others and wear a mask!