

NACE COVID-19 RESPONSE TASK FORCE ILLINOIS AND CHICAGO - PHASE 4 GUIDELINES

AS SUGGESTED ON 07/03/20

Applicable for hotel meeting rooms and ballrooms, as well as other outdoor and indoor event venues.

SOCIAL DISTANCING

Ensure >6 ft between individuals, close choke points:

- Tables spaced 6 ft apart and decommission tables or add physical barriers (i.e. plexiglass) if they cannot be moved
- Use impermeable barriers where 6 ft social distancing is not possible (e.g., counters, service tables, bar counter tops, registration tables, stages, etc.)
- Any area where guests or employees queue should be clearly marked for appropriate physical distancing. (e.g., check-stands and terminals, bar lines, restrooms, etc.)

GATHERING SIZE REQUIREMENTS

Limit sizes and apply social distancing to indoor and outdoor events:

- Limit gatherings to 50 people indoors (Illinois and Chicago) and 100 people outdoors (Chicago), while practicing social distancing, and 25% (Chicago) 50% (Illinois) capacity (whichever is fewer); staff is not included in the limit.
- Multiple groups of 50 or fewer are allowed at once if they; practice social distancing, groups meet in separate meeting rooms and do not share meeting rooms, event start and end times stagger. (Illinois)
- Limit outdoor gatherings with guests standing/mobile, following social distancing (cocktail reception) to 50 people. Seated events outdoors can be up to 100 people if seated and stationary.
- Limit to 10 guests at a table with each table 6 ft apart (guests in same party seated at the same table do not have to be 6 ft apart)
- Close areas where individuals congregate in close proximity (e.g., dance floors)
- Limit interactions between performers (e.g., dancers, singers) and guests, where possible.

PROTECTIVE GEAR

Ensure protective gear worn by employees and guests

- In any outdoor and indoor common spaces, face coverings must be worn over nose and mouth
- Face coverings can be removed when guests are seated and eating/drinking
- Proper PPE training for staff
- Ensure third party contractor, vendors, or performers wear proper PPE at all time while working (except live musicians, who should have 10ft distance between them and guests)

HYGIENE REQUIREMENTS

Regular sanitization of hands and high-touch areas, trainings on proper techniques:

- Hand sanitizer or hand washing facilities readily available
- Handwash training provided to all employees. Signage posted at stations where applicable.
- Additional health and safety training recommended when employee's return to work.

ENTRY ACCESS

Universal health screening and communication:

- Prior to leaving home, all individuals encouraged to self-identify symptoms and stay home if symptomatic.
- Prior to entry to establishment, employee or vendors self-screen to ensure no symptoms of COVID-19
- Host should request guest contact information prior to entry for contact tracing.
- Employees that do not pass screening should be directed to testing centers before returning for future shifts
- Post pledge upon entrance or conduct screening verifying guests, external supplier/non-guest is not currently exhibiting Covid-19 symptoms.
- Ensure guests, suppliers and non-guest visitors wear face coverings over their nose and mouth when entering the premises.
- Prohibit entry to anyone (including guests, staff, or vendors) with displayed or self-identified symptoms.
- If practical, provide guests with pre-arrival notification on arrival experience, social distancing protocols, and PPE requirements.

CLEANING STANDARDS

Establish daily cleaning standards for spaces and high-touch items:

- Thoroughly clean and sanitize entire facility prior to each event and throughout the event, where appropriate.
- Monitor, clean and sanitize restrooms regularly.
- Handwash training provided to all employees. Signage posted at stations where applicable.
- Provide training on cleaning procedures to ensure safe and correct application of disinfectants.
- Ensure vendors/performers sanitize all equipment, such as microphones, instruments, photo booths, before and after each use.
- Provide disposable table items where possible (e.g., menus, containers, condiments)
- Clean and sanitize non-disposable equipment after each use (e.g., tables, chairs, pitchers, silverware) and note that it has been sanitized for the next user."
- If practical, use fixed menu boards and digital menus.

VISUAL GUIDANCE

Visual guidance on hygiene standards & entry requirements for employees/guests:

- Maintain visual guidance on hygiene standards and wearing masks for vendors/guests throughout establishment
- Post non-verbal agreement, guidelines and/or criteria for guests to enter outside the venue.

WORKPLACE CONDITIONS

Modify workplace conditions to minimize interactions:

- Follow FDA requirements on ventilation: ventilation systems including air ducts and vents are clean, free of mold, and operating properly, increase circulation of outdoor airflow whenever possible
- Provide >6ft. Guidance between close choke points, including between all furniture (E.G., social distancing/floor marker).
- Add barriers, when social distancing of >6ft. Is not possible and encourage use of outdoor event spaces
- Ensure stage or other designated area for performers (e.g., dancers, singers, bands) is at least 10ft distance from the audience.
- Require organized line if ordering from counter/bar, but wait service preferred.
- All stationed or self service food or beverage should be served by an attendant.
- If practical, establish directional hallways, doors, or passageways for foot traffic.

FLEXIBLE MODELS

Limit in-person work and encourage virtual attendance:

- Minimize in-person interactions—i.e. Consider utilizing online trainings/zoom meetings
- Sick employees/vendors/guests must stay home.
- Offer virtual attendance for guests who prefer to attend from home.
- If practical, limit shift overlap of employee or vendors

OPERATIONAL RESILIENCY

Encourage behavior to limit interaction:

- Encourage contactless ordering and payment, pre-registration with credit cards
- Encourage RSVP's to allow for table set-up following social distancing requirements, pre-assigned seating for attendees, and pre-arrival guidance including requirements for entering.

TRAVEL GUIDELINES

Limited travel for events:

- Limit travel of guests and vendors with industry safety precautions, encourage virtual meetings/events when possible

TESTING/TRACKING

Conduct contact tracing and tracking procedures:

- Event hosts and vendors should collect contact information of event guests and workers for contact tracing purposes
- If an employee or vendor is identified as being COVID-19 positive by testing, cleaning and disinfecting of the venue must be performed according to CDC guidelines
- Vendors should follow all CDC guidance in relation to COVID in the workplace.
- Event venue should report clusters of 2+ cases within 2 weeks of one each other to public health