

## AHRMM Event Plan of Action and Guidelines

Please note that the following Guidelines are issued by AHRMM as of 1/1/21. As safety and health regulations and recommendations will continue to evolve and be modified, AHRMM will be monitoring these developments and will update these Guidelines as necessary ahead of the AHRMM Event. If you have any questions regarding these Guidelines, please contact AHRMM at <mailto:ahrmm@aha.org>.

For specific questions for the Boston Convention & Exhibition Center please contact Katherine Howard at [khoward@signatureboston.com](mailto:khoward@signatureboston.com)

The Boston Convention & Exhibition Center's COVID-19 information:  
<https://www.massconvention.com/community/community-novel-covid-19>



### General Safety Guidelines

AHRMM is committed to following the Center for Disease Control and Prevention (CDC) general safety guidelines and recommendations:

- Adhere to the state of Massachusetts and Boston on overall event capacities and mandates.
- Encourage the minimum recommended social distancing of at least six feet between event participants.
- Use of face masks for all event participants, including employees, attendees, vendors, and venue staff.
- Promote healthy hygiene practices, including regular handwashing and the use of personal protective equipment (PPE).
- Use of barriers, signage, and social distancing markers throughout the venue to encourage distancing.
- Increased print and digital signage throughout the event with detailed information on safety guidelines, protocols and recommended preventative practices.
- Increased monitoring and staffing for all event functions, including effective management of entrances, exits and traffic flow.



### Attendee Guidelines

In order to maintain a safe conference environment, we kindly ask that all event attendees follow the additional guidelines listed below:

- During all event functions please practice social distancing.
- Clean frequently touched surfaces such as cell phones and laptops.
- Wear face masks and other approved PPE.
- Avoid touching your face.
- Engage in handshake-free interactions.
- Wash your hands often with soap and warm water for a minimum of 20 seconds.
- Use the provided hand sanitizer dispensers frequently placed throughout the venue.
- Cover your cough or sneeze with a tissue and immediately discard it in the trash.
- Do not attend if you are not feeling well.

**Do Not Attend Event if you are experiencing the Following Symptoms or events:**

- **Fever (> 100.4 F), Chills or Sweating, Muscle Pain, or General Fatigue throughout the body**
- **Shortness of Breath or Difficulty Breathing**
- **Cough/Sore Throat**
- **Vomiting or Diarrhea**
- **Sudden loss of Smell/Taste**
- **You were at any time during the 14 days prior to the Event, in “close contact” with someone who tested positive for COVID**
- **What counts as close contact?**
  - **You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more**
  - **You provided care at home to someone who is sick with COVID-19**
  - **You had direct physical contact with the person (hugged or kissed them)**
  - **You shared eating or drinking utensils**
  - **They sneezed, coughed, or somehow got respiratory droplets on you**

*From CDC: People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.*



## **Cleaning and Sanitation at the Boston Convention & Exhibition Center**

AHRMM is working closely with the Boston Convention & Exhibition Center on increased cleaning and sanitation standards before, during and after each event. These measures include but are not limited to:

- The deployment of Hand Sanitizing Stations in public areas has increased by 75% by means of liquid dispensers and disinfecting wipe stations. In addition, the Massachusetts Convention Center Authority (MCCA) offers liquid hand sanitizer in all of its restroom.
- Enhanced public space and restroom cleaning and disinfection efforts are ongoing. Cleaning efforts and staff levels have doubled during event hours with dedicated teams concentrating on all touch points (door handles, elevator buttons, escalator handrails, and restroom surfaces), which are cleaned prior to show opening and continuously during event hours.
- The cleaning staff has received additional training on the preventative cleaning measures necessary to halt the transmission of the virus on common surfaces, and personal protection measures needed to safely perform during their workday.
- The number of complete air exchanges through the HVAC programming controls within each facility has increased.
- Our facilities have EPA-certified, hospital-grade disinfectants in line with the CDC guidelines that disinfect surfaces in 60 seconds.
- All Digital Displays are playing flu prevention messaging.
- Signage and posters have been placed in back of house areas to remind staff of good hygiene.



## Food Safety at the Boston Convention & Exhibition Center

AHRMM is working closely with the Boston Convention & Exhibition Center on food safety standards before, during and after each event. These measures include but are not limited to:

- Implementation of enhanced food safety and hygiene protocols for all food functions
- To adhere to social distancing guidelines, seating and food service options for sponsored breakfast, lunch and receptions have been put into place.
- Acrylic shields at high traffic concessions and cafes.
- Single serve condiment and food and beverage servings.
- Prepared to order and served packaged food options.
- Adjusted seating layouts to adhere to social-distancing guidelines.



## Hotel Cleaning and Sanitation

AHRMM is working closely with the Conference Hotel on increased cleaning and sanitation standards before, during and after each event. These measures include but are not limited to:

In public spaces, the company has added to its already rigorous cleaning protocols, requiring that surfaces are treated with hospital-grade disinfectants and that this cleaning is done with increased frequency. In guest rooms, the hotel has added to its detailed cleaning practices, requiring all surfaces to be thoroughly cleaned with hospital-grade disinfectants. The company will also be placing disinfecting wipes in each room for guests' personal use.

These new enhanced cleaning technologies including electrostatic sprayers to sanitize surfaces throughout the hotel. We are using air purifying systems that are effective against viruses in the air and on surfaces. Learn more about our partnership with Ecolab and their products.

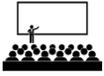
Food handlers and supervisors are trained on safe food preparation and service practices. The company's food and beverage operations are required to conduct self-inspection using its food safety standards as guidelines, and compliance is validated by independent audits. The Hotel is also enhancing sanitation guidelines and training videos for associates that include hygiene and disinfecting practices. In addition, the company is modifying its operational practices for in-room dining and designing new approaches to buffets.



## Registration

The following guidelines will be enforced for all registration procedures:

- Increased signage, barriers, and social distancing markers placed in all registration areas to manage lines and encourage social distancing guidelines.
- Encourage contactless check-in via electronic procedures / barcode scanners.
- Increased number of check-in stations to avoid long lines and large gatherings in one place.
- To limit onsite registration, attendees are encouraged to pre-register for all events.
- Reduction in use and distribution of physical registration materials.
- Use of electronic materials is encouraged.



## Educational Sessions

The following guidelines will be encouraged during all conference sessions, keynotes, and workshops:

- Increased cleaning and sanitation of all meeting rooms and equipment  
Capacities limitations to ensure social distancing.
- Seating and stage layouts to adhere to social-distancing guidelines.
- Speakers are encouraged to remain on stage for their entire presentation; limit roaming where possible.



## Exhibit Hall

AHRMM is partnering with the Convention Center, our General Contractor and Exhibitors to implement the following guidelines at all AHRMM events where possible:

- Updated exhibit hall layout to adhere to social distancing guidelines. Increased use draping and safeguards where needed.
- Increased aisle size and encourage use of "one-way aisles" through floor stickers and signage.
- Increased hand sanitizer stations placed in high-traffic areas throughout the trade show floor.
- Require all trade show vendors to regularly disinfect and clean their exhibit booth space.