



Meetings & Events Health and Safety Checklist

- Develop pre-event health and safety protocols & waivers ([Protocol Sample](#) & [Waiver Sample](#)) for attendees to sign prior to attending
- Enhance pre-event communication regarding onsite protocols. Leverage your social media and event app to help support this as well.
- Add sanitation stations throughout the event for attendees. Sanitation stations can include items such as cleaning wipes, masks, hand sanitizer, etc.
- Determine which pre-event, onsite, and post event health protocols need to be put into action:
 - Pre-event or Onsite testing
 - Vaccination verification
 - Mask wearing regulations or recommendations
 - Temperature Checks
 - Health screenings (app or form)
 - Socially distanced seating
 - Mass gathering restrictions
 - Contact tracing
 - Post Event Health Reports
- Work with your venues and hotels for increased onsite cleaning or rooms, space, equipment, and F&B areas.
- Consider eliminating paper handouts and programs onsite by using an event app or sending event elements electronically to attendees.
- Provide optional outdoor seating for meals & reception (weather permitting) to allow attendees to space out during large gatherings.
- Utilizing plexiglass dividers on buffets & break stations. Eliminating self-serve food items and leaning on catering teams to build meals and serve guests.
- Allow for socially distanced spacing on event shuttles/transportation.
- Enhanced information for attendees on local pharmacies and health/medical facilities, should they need it during the meeting/conference.

Be sure to reference the [EIC's APEX COVID-19 Business Recovery Task Force](#) for additional industry guidelines, examples, and tools.