



## DUTY OF CARE/SAFETY GUIDELINES

**\*\*UPDATED SEPTEMBER 10, 2021\*\***

The Directors' Forum Co-operative (DFC) is committed to providing a clean and safe experience for all our delegates when attending our fall conference. We prioritize the safety and social well-being of all attendees, guests, sponsors, speakers, and staff. We continue to monitor guidance from public health for regulations and guidelines.

DF Board and staff will continue to monitor the situation leading up to and at the event and communicate any possible situation with the attendees. As part of our on-site planning, the DF staff will meet with the hotel's emergency operation and planning teams to ensure all staff are prepared for any situation that may arise. We have also implemented the following safety measures for our conference:

**In-person attendance vaccination policy:** The health and safety of all participants at the 2021 Directors' Forum conference is our top priority. Given concerns relating to the transmission rate of the Delta variant and the recent increase in the number of COVID-19 cases among people who are unvaccinated, the Directors' Forum Board of Directors is requiring all participants attending in person to be fully vaccinated at least 14 days prior to the first day of the conference. Participants will be asked to provide proof of vaccinations at the registration desk. Accommodations will be provided to participants who cannot be vaccinated for medical reasons. Those who are not fully vaccinated are required to join the conference virtually in the interest of health and safety. Participants attending in person but who cannot be vaccinated *due to medical reasons* are required to provide a negative PCR test result administered no more than 36 hours prior to the start of the conference. Participants are responsible for the costs of the PCR test. Additionally, Rapid Testing may be required once arriving at the conference.

**Number of attendees:** We will cap our registration numbers to assure appropriate physical distancing standards can be met and maintained throughout the event.

**Physical space:** The meeting room will be set with ample physical space between each attendee, adhering to physical distancing standards. Networking opportunities will also allow for physical distancing.

**Name Badges & Lanyards:** We will be providing name badges and lanyards that delegates are free to keep or discard after the conference. As an exception this year, they will NOT be recycled.

**Masks:** Masks will be required while indoors. The DF will provide masks for those that do not have one. If you are unable to wear a mask during this in-person event, we recommend you participate in our virtual conference.

**Sanitation stations:** We will have hand sanitizer stations throughout the meeting spaces for attendees.

**No contact greetings:** We recommend waves and elbow bumps.

**Event scheduled food and beverage:** The DF will work with the venue to create a safe eating experience for all.

We do not yet know what the state of safety measures will be when our conferences take place. As the situation changes, we will continue to review and modify these precautions, up to and including elimination of some safety measures.