



Preparedness & Precautions

# MPI Minnesota Preparedness & Precaution Mission

The health and safety of members and in person guests is of the utmost importance to MPI Minnesota. With these priorities at the forefront of every decision, MPI Minnesota has established a task force of industry leaders who have implemented preparedness & precautionary plans within their respective organizations. This task force has followed all local, state, and CDC recommended guidelines to implement safety measures in order for the chapter to meet in person in a way that is as safe as possible given the current situation. MPI Minnesota will continue to monitor current guidelines for events as the situation unfolds and is ready to adjust this plan as guidance from these organizations evolves.



# ATTENDEE/ GUEST/ STAFF/ BOD/ SPEAKERS AND SPONSORS

Preparedness & Precautions

# Before an event

- We have enhanced our health and safety measures to mitigate risk for you and other attendees at MPI Minnesota events. An inherent risk of exposure to COVID-19 exists in any public space where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. By attending an MPI Minnesota event, you voluntarily assume all risks related to potential exposure to COVID-19.
- To help mitigate that risk, we are asking all of our attendees to answer the following questions. If you are unable to certify that your answers to each of the following questions is “no” then (1) you will not be allowed to enter the event premises, (2) we will refund your registration fee within a two-week post event timeframe.
- In the past 72 hours have you or anyone in your household experienced:
  - A temperature equal to or greater than 100.4 degrees F
  - New or worsening cough
  - Shortness of breath or chest tightness
  - Sore throat
  - Vomiting/ diarrhea
  - Extreme fatigue
  - Loss of sense of taste or smell
  - Persistent muscle aches
  - Headaches

# Entry

- Before entering the premises please do the following
  - Place your mask properly over nose and mouth from the time of entry on premises. If venue has signage denoting otherwise to have mask on prior to this point, please follow signage set forth by venue.
  - By coming/ entering the event space you have acknowledged that you are not showing any of the symptoms related to the COVID-19 virus.

# Registration/ Check in

- Temperature screening will be the first station to visit
  - Using contactless thermometers we will be checking temperatures onsite to ensure none are equal to or greater than 100.4 F.
    - Attendees with temperatures that exceed 100.4 F will be asked to retest after 5 minutes. Should temperature exceed 100.4 F again, we will ask you to depart the premises and MPI Minnesota will refund your registration fee.
- Contactless registration desk
  - Attendees will pick up their own name tag.
  - If a line forms, attendees will properly socially distance. The floor will be marked accordingly.
  - Plexiglass dividers will be set up between registration attendant and attendee.
  - Registration will be dispersed as much as possible.

# Signage & traffic flow patterns

- Please read all signage and follow precautions noted.
- Key entry and exit points will have traffic patterns & directions noted.

# Personal Protection

## **MASKS**

- A mask that covers nose and mouth is required
  - When enjoying food or beverage we ask that the mask be pulled down to rest below the chin and brought back up immediately

## **SOCIAL DISTANCING**

- We expect all to adhere to the 6 foot social distancing guideline when applicable.

## **WASHING HANDS**

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before and after eating.

## **DON'T TOUCH FACE**

- Refrain from touching your face as much as possible



## PPE & other precautions

- Please bring your own mask. Disposable PPE will be available onsite should you need it.
- Hand Sanitizer stations will be available.
- Touch points will be minimized.
- Disinfectant wipes will be available onsite.
- Discourage people from sharing items that are difficult to clean, sanitize, or disinfect.
- Limit any sharing of food, tools, equipment, or supplies by staff members.

## Venue/ Staff

- All venue staff or vendors will adhere to MPI Minnesota guidelines as we have laid out for attendees.
- All venues chosen by MPI Minnesota have been screened to ensure proper cleanliness protocols and procedures are in place in order for events to be held in person in a way that is as safe as possible.

## Seating and capacity

- Capacity of MPI Minnesota events will not exceed 250 guests.
- All 72” round tables will follow CDC guidelines on dining to allow maximum 4 seats per table. Guests will not be allowed to move chairs to other tables.
- All 60” round tables will allow only 3 seats per table. This precaution is above and beyond the standard recommended practices from local health officials.

# Food & Beverage

- Food will be serviced in a minimal contact service style.
- All staff servicing food or beverage will be wearing appropriate PPE.
- Individually wrapped or enclosed food and beverage options will be a preferred method of food and beverage safety

## Event follow-up

- **In accordance to Minnesota Health Department we ask that your contact information be up to date.** If someone has contracted COVID-19 and attended our events within 14 days of that window, attendees will be alerted.
- If you contract/ or test positive for COVID-19 within 14 days following our event, please contact the office of MPI Minnesota immediately via email or phone; [office@mpimn.org](mailto:office@mpimn.org) or (651) 917-6243.

# More information

- **Where can I get more information about COVID-19?**
- [Minnesota's Stay Safe Plan](#)
- [Centers for Disease Control and Prevention](#)
- [Minnesota Dept. of Health basic information about Coronavirus](#)
- [Mental health and coping during COVID-19 \(CDC\)](#)
- [Interim Guidance for Event Planners](#)
- [COVID-19 State Projections - Minnesota](#)
- [WHO Risk Assessment and Mitigation Checklist for mass gatherings](#)
- Minnesota Dept. of Health COVID-19 public hotline: 651-201-3920; open 8:00 a.m. to 4:30 p.m., Mon.-Fri.