

# Infectious Control Plan

As part of the proposed plan of operations for activities at the GWCC required no less than sixty days in advance of the event, we also require the following Infectious Control Plan to be completed. The Authority will review your plan to confirm that it meets the requirements necessary for a safe and orderly event. All event organizers for events to be hosted at the Georgia World Congress Center and Centennial Olympic Park are required to complete the form below which will provide event specific details on how the event will be hosted during a pandemic. Your initial plan must be submitted to your assigned Event Manager/Event Coordinator no less than 60 days in advance of your event date.

**Event Name:** \_\_\_\_\_

**Event Dates:** \_\_\_\_\_

## General Details

### 1. Attendee/exhibitor demographics:

What U.S. Regions will attendees be arriving from?

West      Pacific NW      Midwest      Mid-Atlantic      Northeast      South

Will attendees/exhibitors arrive internationally?      Yes      No

Expected attendance for attendees and exhibitors:      —  
exhibitors      attendees

Expected age range for attendees and exhibitors:      —

### 2. Face coverings/shields

Are members of show management required to wear a face covering/shield?      Yes      No

Are attendees/exhibitors of the event required to wear a face covering/shield?      Yes      No

If yes, describe how this will be enforced

### 3. Temperature checks

Are members of show management required to have their temperature taken prior to entering the facility?

Yes

No

Are attendees/exhibitors of the event required to have their temperature taken prior to entering the facility?

Yes

No

If yes, describe in detail how this will be managed including who will be administering the temperature check, what device will be used, where/how this will be set up, response for an attendee who has a fever and response for an attendee who refuses to have temperature taken.

### 4. Will you have PPE (personal protective equipment) available for attendees/exhibitors?

Yes

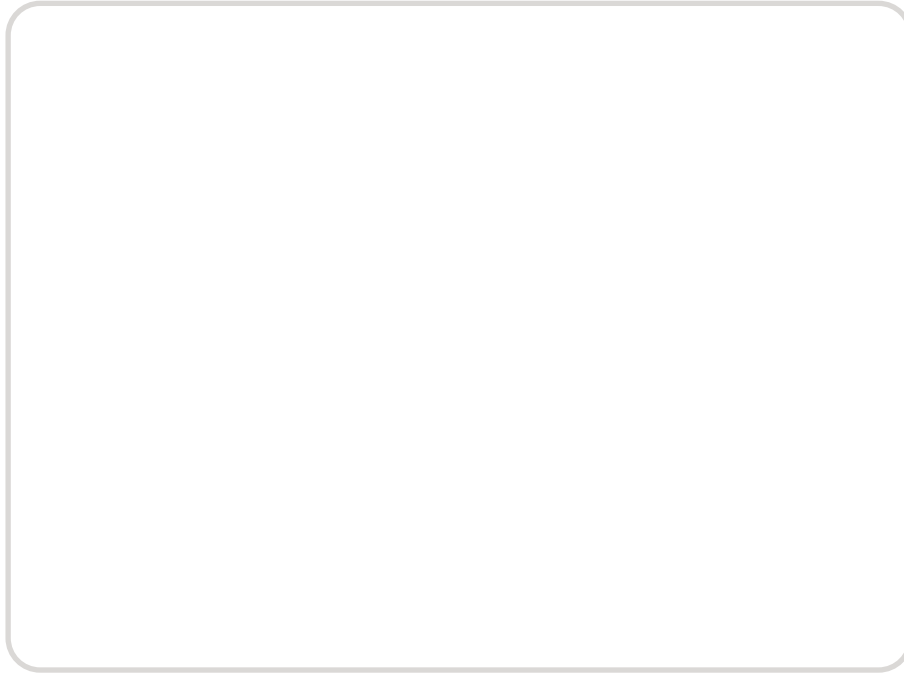
No

If so, what items and where will this be available for them to pick-up?

## Signage Plan

The GWCCA has signage in place at facility entrances, public concourses/lobbies, restrooms/elevators/escalators and on digital monitors/LED walls encouraging guests to follow proper hygiene and physical distancing while they visit. Contact your Event Manager/Event Coordinator for specific details.

1. Provide overall signage plan specific to hosting the event during a pandemic to include examples of signage copy, locations of sign placement, floor decals, etc...



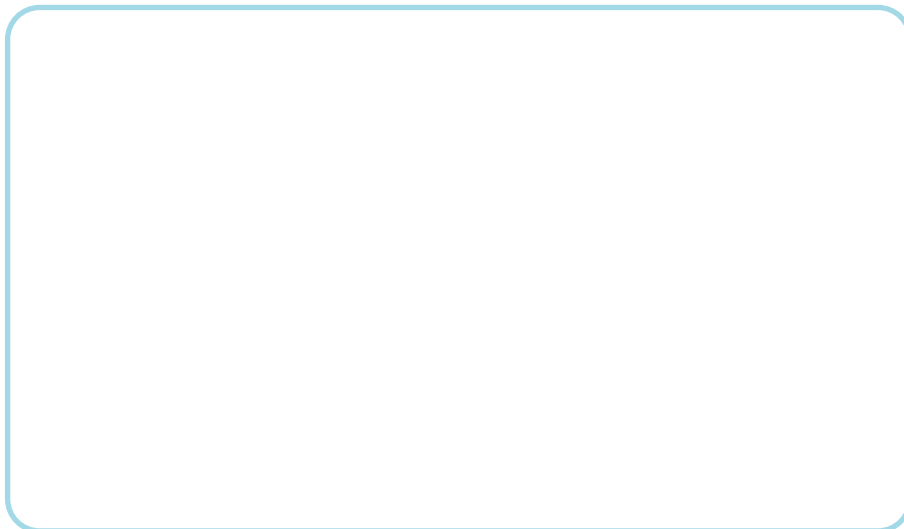
## On Site Registration

1. Will the event have on-site registration/badge pick-up/check-in for event attendees and exhibitors?

Yes

No

If so, what items and where will this be available for them to pick-up?



**2. What measures are in place to reduce touch-points during the registration/check-in process?**



**3. What barriers are in place between registration staff and event attendees/exhibitors (i.e. Plexiglas)?**



**4.** How will queuing of attendees/exhibitors be managed to encourage proper physical distancing?



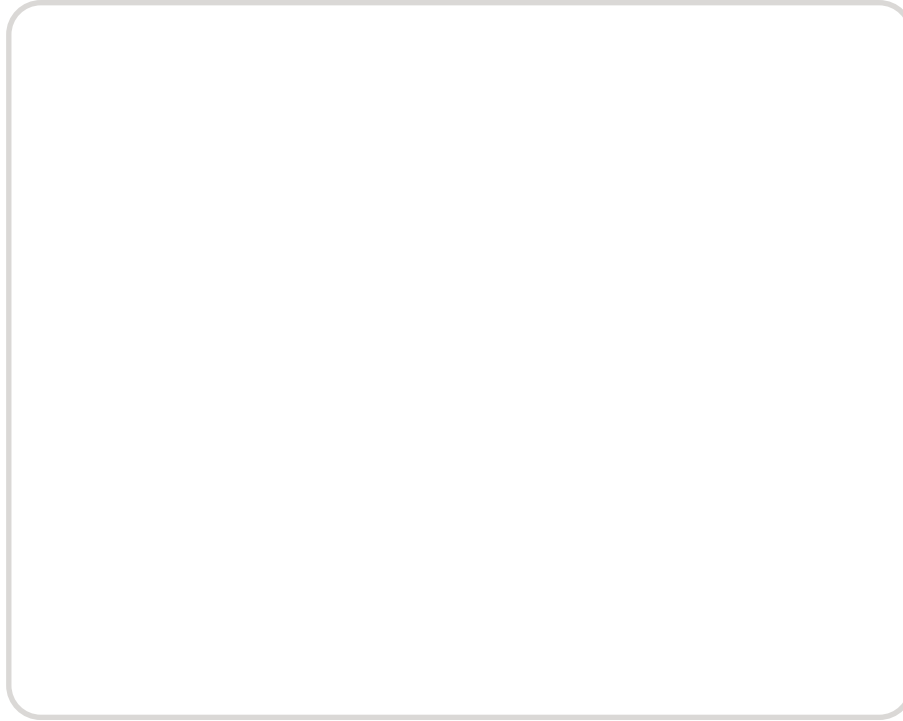
**5.** What plan is in place for cleaning of registration/check-in counters, kiosks, computers, etc... in this area?

## Lobbies & Concourses

1. What measures are in place to encourage proper physical distancing (i.e. one-way flow, minimizing congested areas)?

## Meeting Room/Ballroom/Auditoriums Layouts

- 1.** What plans are in place to encourage proper physical distancing inside meeting space?

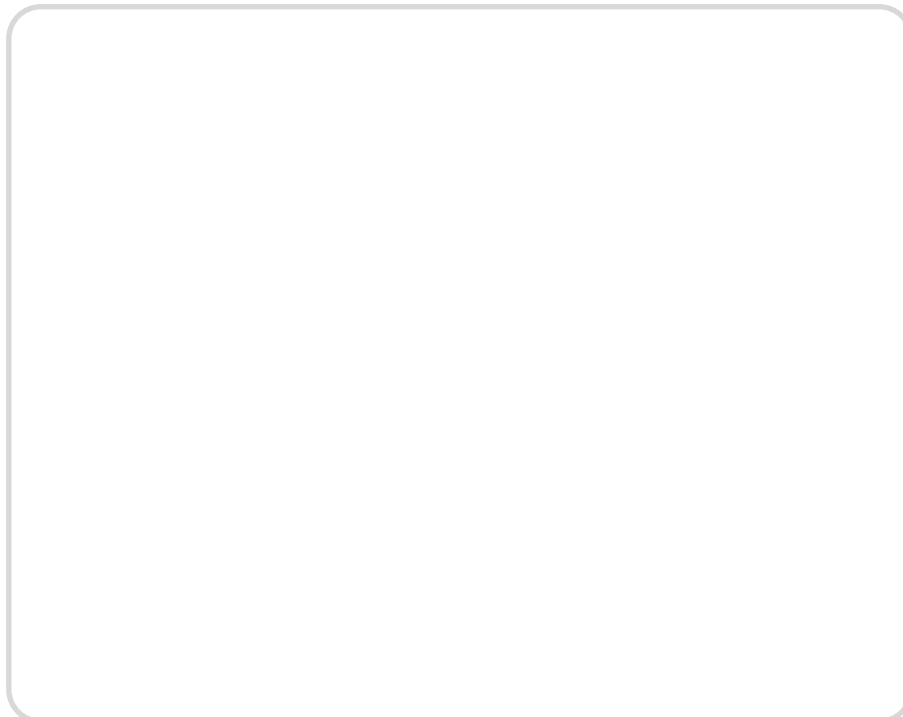


- 2.** Will you be implementing one-way entry/exits to meeting rooms/ballroom/auditoriums?

Yes

No

- 3.** What plans are in place for disinfection of high touch points for presenters at head tables/podiums/av equipment?



## Exhibition

1. What plans are in place to reduce the number of individuals in a booth during set-up/breakdown times?



2. What measures are in place to encourage proper physical distancing and sanitizing at the exhibitor service center?





**3. What plans are in place to manage crowd density within the exhibit hall, individual booths and high traffic areas?**

**4. Will separate entrances and exits to the exhibition hall be in place?**

Yes

No

If so, provide the locations for entrance-only and exit-only doors to the exhibit hall(s).



## 5. Will one-way aisles be in place?

Yes

No

If so, describe how this will be communicated to attendees (i.e. signs/floor decals).

A large, empty rounded rectangle with a light blue border, intended for describing how one-way aisles will be communicated to attendees.

## 6. What is the cleaning plan for the exhibition hall including booths, aisles, etc... (not including the restrooms and food service areas which are managed by the facility)?

A large, empty rounded rectangle with a light gray border, intended for describing the cleaning plan for the exhibition hall.

**7 ■ Will announcements be made via paging microphone reinforcing physical distancing and hygiene protocols?**

Yes

No

If so, how often and what is the messaging?

## Hand Sanitizers

The GWCCA has more than 150 hand washing stations and mobile hand sanitizers placed throughout public concourses/lobbies. Contact your Event Manager/Event Coordinator for specific details.

**1 ■ Will you be providing additional hand sanitizers inside/outside meeting rooms and/or ballroom/auditoriums?**

Yes

No

## 2. Will you be providing additional hand sanitizers inside the exhibit hall?

Yes

No

If **yes**, to one or both of the above, provide approximate quantity of hand sanitizers.

A large, empty rounded rectangle with a light blue border, intended for providing the approximate quantity of hand sanitizers.

## Symptomatic Individuals Response Plan

### 1. What is your plan if an event attendee/exhibitor is symptomatic while on site?

A large, empty rounded rectangle with a light gray border, intended for describing the plan for a symptomatic individual.

## 2. Will you have an isolation room set up?

Yes

No

If so, what room and who will be managing this?



What is the plan for sanitizing the space after use at the conclusion of the event?



- 3.** What is your plan for contact tracing of show management staff, attendees and exhibitors if an exposure has occurred including how you will notify those who were potentially exposed?

## Communication

- 1.** What is your communication strategy pre-event to event attendees/ exhibitors around physical distancing and hygiene awareness? Provide examples (via web link, forwarded email or documents) of pre-show communication you have sent to event attendees and/or exhibitors detailing above information/requirements.

Completed By: \_\_\_\_\_ Completed Date: \_\_\_\_\_