

Preparedness and Safety Plan

Updated March 2023





Contents

Important Information	2
Preparedness and Safety Mission	2
Contact Information	2
Venue Information	2
What to Expect	4
Illness	5
Vaccinations and Masking	5
Before the Event	5
Waiver	5
Travel Tips	6
On-site During the Event	7
Venue Safety	7
Vendor Showcase	7
Food and Beverages	7
Contactless Registration	7
Personal Protection	8
Room Setup	8
Intercontinental Hotel (Sleeping Rooms)	8
Hampton Inn and Suites (Sleeping Rooms)	8
Illness On-site	8
After the Event	8
Contact Tracing	8
Appendix	9
Additional Information	9
Local Medical Facilities	9
Evacuation and Fire Plan	9
Severe Weather	10



Important Information

Preparedness and Safety Mission

We look forward to reconnecting with you at Co+nvergence.

COVID-19 Safety: While the in-person experience may look different than before, safety is our top priority. NCG will continue to monitor all current local, state and CDC recommended guidelines to implement safety measures to meet in person in a way that is as safe as possible. We will continue to make decisions if the situation changes.

Outlined are the protocols based on current recommended guidelines. ***If anything changes from the time of this posting, we will alert you immediately.***

Contact Information

If you have any questions, please contact:

[Jenny Ng](#), Event Planning Senior Manager
Phone: 612-475-0887

[Jocelyn Pitts](#), Meeting and Events Coordinator
Phone: 612-513-3000

[Lauren Olson](#), Senior Director of Talent Development
Phone: 612-380-3900

Venue Information

Saint Paul RiverCentre	
Address	175 West Kellogg Blvd. Saint Paul, MN 55102
Phone	(651) 265-4800
Event location	2 nd Floor Ballroom ABEF
Evacuation meeting location	Science Museum Lawn (across the street)
Venue security contact	Alert Jenny/Jocelyn or a RiverCentre employee
For security escort, call	651-265-4847
Venue AED	Alert Jenny/Jocelyn or a RiverCentre employee Level 1 (Exhibit Hall Level) – Across from the Operations break room Level 2 (Kellogg Lobby) – By the West show office Level 4 (Ballroom Level) – Across from elevator 2



Intercontinental Hotel	
Address	11 East Kellogg Blvd. Saint Paul, MN 55101
Phone	651-292-1900
Event location	Sleeping rooms only
Evacuation meeting location	Kellogg Park (across the street)
Venue security contact	Call 0 and ask for security

Hampton Inn & Suites St. Paul Downtown	
Address	200 7 th Street West Saint Paul, MN 55102
Phone	651-224-7400
Event location	Sleeping rooms only
Evacuation meeting location	Across the street by Holiday Inn
Venue security contact	Dial 0 and ask for security or call 651-224-7400

Evening and Off-site Events	
TBA	Jenny Ng , Event Planning Senior Manager Phone: 612-475-0887 Jocelyn Pitts , Meeting and Events Coordinator Phone: 612-513-3000

Shuttle Information	
Shuttle Assistance	Jocelyn Pitts , Meeting and Events Coordinator Phone: 612-513-3000



What to Expect



You must sign a waiver to attend in person.



Be aware that an inherent risk of exposure to COVID-19 exists in any public space where others are present. By attending an NCG event, you voluntarily assume all risks related to potential exposure to COVID-19.



Please do not attend the event if you are experiencing COVID-19 symptoms or if current CDC guidance recommends that you quarantine or isolate. Attendees are expected to isolate if they or someone with whom they had close contact (including the person with whom they room) becomes ill during the event, and to notify NCG if they test positive for COVID-19 up to five days after returning home.



NCG encourages attendees to follow [CDC guidelines](#) with respect to COVID-19 and comply with any local, state and federal health mandates in effect. Masks are welcome but not required unless the local infection rate at the time of the event warrants mandatory mask wearing. NCG will provide guidance in the event local, state, or federal law requires masking or vaccinations for a specific event



You must agree to abide by all health and safety mandates provided by federal, state and local government agencies and officials, NCG and the event venue.



Notify NCG if you test positive for COVID-19 up to 5 days after returning home.



Illness

Symptoms include:

- 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
- Other symptoms, as listed by the CDC

For those who feel ill on-site, self-tests will be available at registration.

Vaccinations and Masking

NCG encourages attendees to follow [CDC guidelines](#) with respect to COVID-19 and comply with any local, state and federal health mandates in effect. Masks are welcome but not required unless the local infection rate at the time of the event warrants mandatory mask wearing. NCG will provide guidance in the event local, state, or federal law requires masking for a specific event.

Before the Event

Waiver

Attendees will need to complete a waiver on-site at Co+nvergence. The text below shows the content of the waiver document at the time that this Safety Plan was published.

Co+nvergence Waiver

By registering for and attending Co+nvergence 2023, you agree to abide by and engage in the outlined safety and attendee code of conduct while attending the event. This includes, but is not limited to:

Attendee Code of Conduct

Meeting and Event Commitments

We believe our community should be truly open and safe for everyone. As such, we are committed to providing a friendly, safe, and welcoming environment for all.

NCG expects all participants to join us in:

- Creating an environment of respect and safety
- Celebrating diversity of all types
- Respecting differences of opinions and experiences; and
- Taking ownership of our thoughts, words, and actions



Consent and Event Safety

We are gathered here to enjoy ourselves and our community. Honoring each and every person's boundaries, bodily autonomy and safety are an important part of that. Consent is clear, coherent, willing, ongoing and can be revoked at any time. If you feel uncomfortable about a situation that involves you or others, please contact an NCG staff member for assistance. In the event of a formal investigation, NCG is committed to maintaining privacy as much as possible.

COVID-19 Safety

NCG encourages attendees to follow [CDC guidelines](#) with respect to COVID-19 and comply with any local, state and federal health mandates in effect. Masks are welcome but not required unless the local infection rate at the time of the event warrants mandatory mask wearing. NCG will provide guidance in the event local, state, or federal law requires masking for a specific event. Please respect the right of others to mask or not mask.

Please do not attend the event if you are experiencing COVID-19 symptoms or if current CDC guidance recommends that you quarantine or isolate. Attendees are expected to isolate if they or someone with whom they had close contact (including the person with whom they room) becomes ill during the event, and to notify NCG if they test positive for COVID-19 up to five days after returning home.

Acknowledgement

I have read, understand and agree to abide by the safety and attendee commitments outlined in this document, and I will follow all safety protocols implemented during Co+vergence 2023.

Travel Tips

Please review your airline and car rental safety requirements prior to travel.

Plan on longer wait times when traveling and be aware that many businesses may be understaffed.

We encourage you to consider these general travel safety tips:

- Hotel security escorts are available upon request.
- Check with the hotel about water/snacks/meals available on-site if you have a late arrival.
- Explore the city in the daylight. Stick to well-populated areas and carry your valuables close to your body. Stay with a group if going out after dark.
- Carry an external backup battery for your phone.
- Information like your hotel address, room number, room key codes, travel documents and other security information should be kept confidential. Try not to speak loudly when discussing this information and don't share it with others outside of your work group.
- When using a rideshare, make sure you verify the car description and license plate number (provided when you have requested and been matched with a car) prior to entering the vehicle.
- Only keep what you need on your person. If possible, keep non-essentials in a safe in your room. Consider leaving sentimental or expensive items at home.
- Set aside an amount of money or a separate credit or ATM card in your room safe so



you have funds in case your purse or wallet is lost or stolen.

- If you get lost, step into a café or shop before referring to a map.
- Don't leave drinks unattended.
- Walk in groups instead of alone in areas like parking lots.
- Utilize NCG shuttles.
- Try to use pre-paid parking lots.
- When taking a Lyft/Uber, ask the driver who they are picking up.
- Choose a consistent place to keep your room card key at all times.

On-site During the Event

Venue Safety

The Saint Paul RiverCentre safety protocols include:

- Contactless hand sanitizer dispensers are placed in key locations throughout the facility.
- Public areas of the venue are cleaned and sanitized on an ongoing and frequent basis.
- Use of Clorox® Total 360® System Electrostatic Sprayers for multiple surfaces including hard-to-reach places — including the side, underside and backside of surfaces and furnishings.
- NanoSeptic self-cleaning adhesive skins continuously eliminate bacteria and are placed on high touch door handles and elevator buttons.
- Novalent AM RTU, a liquid anti-microbial product, is sprayed on high-touch surfaces to help prevent bacteria/microorganisms from adhering to the surface. Novalent inhibits microbial growth for up to 90 days.
- Escalator handrails will be retrofitted with KONE Handrail Sterilizer which uses a UV sterilization module to continuously eliminate harmful bacteria on handrail surfaces.
- All facility HVAC filtration systems have been upgraded to MERV-13 air filters.
- All HVAC systems run at full economizer levels as outside air conditions allow

Vendor Showcase

- Sanitizer stations will be placed throughout the show floor.
- Samples are encouraged to be in grab and go or individual portions when possible.
- The use of plexiglass shields/sneeze guards may be used at tables to protect to you and the exhibitors.
- Exhibitors will be encouraged to clean and disinfect high-touch areas frequently.

Food and Beverages

Food stations will have a sanitizing station. Although there is no outdoor eating space available, you are welcome to take meals to your room or utilize other spaces.

Contactless Registration

- Name badges and materials will be dispersed so you can pick them up directly.
- Different buttons indicating levels of comfort around distancing will be available. These are not indicative of vaccination status. We ask that you respect and honor individuals' level of comfort.



Personal Protection

Disposable masks, sanitizer and wipes will be available.

Room Setup

NCG will use air purifiers and make sanitizing stations available at the event. We will recommend areas for eating and sitting for those who would prefer to social distance.

Intercontinental Hotel (Sleeping Rooms)

- Reduced contact at check-in and check-out.
- Routinely deep clean high-touch surfaces.

Hampton Inn and Suites (Sleeping Rooms)

- Partnership with Reckitt®*, makers of Lysol® & Dettol®, to help deliver an even cleaner stay from check-in to check-out.
- Increased cleaning of public area.

Illness On-site

Attendees are expected to isolate if they or someone with whom they had close contact (including the person with whom they room) becomes ill during the event, and to notify NCG if they test positive for COVID-19 up to five days after returning home. Self-tests will be available at registration.

Please call:

[Jenny Ng](#), Event Planning Senior Manager

Phone: 612-475-0887

[Jocelyn Pitts](#), Meeting and Events Coordinator

Phone: 612-513-3000

After the Event

Contact Tracing

Notifying NCG if you test positive for COVID-19 up to five days after returning home.



Appendix

Additional Information

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

<https://www.health.state.mn.us/diseases/coronavirus/index.html>

<https://www.tsa.gov/coronavirus/faq>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Local Medical Facilities

Category	Name	Phone	Distance from Venue
Hospital with 24-Hour Emergency Room	Regions 640 Jackson Street Saint Paul, MN 55101	651- 254-3456	1.1
	United Hospital 333 Smith Avenue North Saint Paul, MN 55102	651-241-8000	0.3
Non-emergency Care Facility or "Walk-In" Clinic	Health Partners Urgent Care 205 Wabasha Street South Saint Paul, MN 55107	952-853-8800	1.0
Pharmacy	Walgreens Pharmacy 398 Wabasha Street North Saint Paul, MN 55102	651-224-6030	0.4 miles

Evacuation and Fire Plan

The following is a comprehensive emergency plan to ensure the safety of employees and attendees in the event of an emergency at an NCG meeting or event.

- In the case of emergency, it is important to remain calm. Call 911 if the situation is life threatening. In the case of evacuation, use the nearest exit.
- The designated meeting area is at the **Science Museum Lawn**.
- In case of a fire, when an alarm goes off, stop and listen to the instructions carefully and follow them immediately. Check the temperature of each door with the back of your hand before opening it. Do not open a door if it is hot. Stay low to the ground.
 - If caught in smoke: Do not inhale smoke or fumes. Drop to your hands and knees and crawl toward the exit. Stay low to the ground, hold your breath as much as possible, breathe shallowly through your nose and use a filter over your face, such as a towel.
 - If trapped in a room: Wet and place cloth material around or under the door to keep smoke from entering. Close as many doors as possible between you and the fire and be prepared to signal to someone outside.



- Do not use elevators or escalators.
- Watch for incoming firefighters and other emergency personnel. Direct them to the emergency. Please don't assist them unless asked.
- Proceed directly to the designated meeting area. Don't try to reenter the facility until given the "all clear" by emergency personnel or appropriate staff.

Severe Weather

A *tornado watch* indicates severe thunderstorms or tornadoes are both possible. During a tornado watch, continue your normal activities, but also keep track of the latest weather reports by checking a reliable online weather source (weather.com, accuweather.com, weatherbug.com, etc.) and be ready to seek shelter.

A *tornado warning* means tornadoes have been sighted in the area. If a tornado warning has been issued by the National Weather Service, a tornado siren will sound, and guests should take cover immediately. In the event of a tornado warning:

- Remain calm.
- Move away from the perimeter of the building and exterior glass.
- Leave perimeter offices and close doors.
- Do not use the elevators.
- Take an enclosed stairwell to the basement for shelter.
- Use handrails in the enclosed stairwells.
- Keep talking to a minimum.
- Do not leave the building unless specifically requested to do so by emergency personnel.
- Be ready to merge with people evacuating from other floors.
- Remain in a safe area until the "all clear" signal is given by the National Weather Service or a person from the property management team.