

Preparedness and Safety Plan

Updated May 2022





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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 Boulevard St. 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
Venue AED <i>Alert Jenny, Jocelyn or a RiverCentre employee</i>	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 Boulevard St. 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

Evening and Offsite Events	
Sunday store tours – TBD Sunday picnic – TBD Monday – onsite beneficiary dinner Tuesday social – Saint Paul Saints Stadium Wednesday – Amsterdam Bar and Grill	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.***



Do not attend the conference if you are ill, actively experiencing COVID-19 symptoms or have recently been in close contact with someone who has tested positive or been diagnosed with COVID-19 within five days of the conference dates.



By attending the meeting, attendees certify that they are vaccinated and boosted in accordance with CDC guidelines, or that they have a religious or medical exemption to vaccination.



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.



Masks are optional. We ask you to respect those who choose to wear a mask. Please note that masks requirements may be implemented again based on local levels and requirements.



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



Food and beverage stations will be staffed by gloved attendants or available in grab and go style as much as possible.



Room layouts may change to allow for physical distancing.



Symptoms

If you are ill, actively experiencing COVID-19 symptoms or have recently been in close contact with someone who has tested positive or been diagnosed with COVID-19 within five days of the conference dates, you will need to stay home.

For those unable to attend in person, a link to the general and plenary sessions will be sent out after the meeting. There will be no livestream of the meeting.

Do not attend the event if you answer yes to any of the following:

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
- Other symptoms as listed by the CDC

Vaccinations

By attending the meeting, attendees certify that they are vaccinated and boosted in accordance with CDC guidelines or that they have a religious or medical exemption to vaccination.



Before the Event

Waiver

A waiver will need to be completed to attend in person as part of the registration process.

Co+nvergence Conference Duty of Care and Waiver

By registering for and attending 2022 Co+nvergence, you agree to abide by, and engage in, the outlined health-and-safety conduct while attending the event. This includes, but is not limited to:

- Being 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.***
- Not attending the conference if you are ill, actively experiencing COVID-19 symptoms or have recently been in close contact with someone who has tested positive or been diagnosed with COVID-19 within five days of the conference dates.
- By attending the meeting, attendees certify that they are vaccinated and boosted in accordance with CDC guidelines, or that they have a religious or medical exemption to vaccination.
- Agree to abide by all health and safety mandates provided by federal, state and local government agencies and officials, NCG, and the event venue.
- Masks are optional. We ask you to respect those who choose to wear a mask.
- Notifying NCG if you test positive for COVID-19 up to five days after returning home.

ASSUMPTION OF LIABILITY: By attending 2022 Co+nvergence, I assume all risks and accept sole responsibility for any injury, illness, damage, loss or expense that I may experience or incur in connection with exposure, infection and/or spread of COVID-19 related to my attendance at 2022 Co+nvergence.

I have read, understand, and agree to abide by the health and safety conduct outlined in this document and I will follow all other COVID-19 related procedures implemented during 2022 Co+nvergence.

Travel

Please review your airline and car rental safety requirements prior to travel. If you are renting vehicles, please note that there have been significant car rental shortages recently, so plan accordingly.

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



On-site During the Event

Venue Safety (Saint Paul RiverCentre)

- Contactless hand sanitizer dispenses are placed in key locations through 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 such as 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

Buffets will be served from an attendant, having sanitizing stations, or in grab or go style when possible.

Contactless Registration

- Name badges and materials will be dispersed as frequently as possible.
- Plexiglass barriers may be used at registration for additional safety for you and staff.
- 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.
- We are discouraging people from sharing items that are difficult to clean, sanitize or disinfect.

Room Setup

Rooms will be setup to allow for distancing as much as possible. Public areas will have guidelines to avoid crowding, such as limiting the number of guests in restrooms, lobby spaces, etc.



Session Q&A

Microphones on stands or a mic runner will be available during Q&A sessions.

Special Events

For any special evening events, masks will still be required of attendees and staff. The setup will be designed for physical distancing as much as possible.

Please check the requirements of local restaurants and venues if you are going off-site.

AV

AV equipment, such as microphones, projectors and slide advancers, will be sanitized between presentations.

Staging

When there are multiple presenters, they will be spread out as much as possible.

Intercontinental Hotel (Sleeping Rooms)

- Reduced contact at check-in and check-out
- Routinely deep clean high-touch surfaces
- Housekeeping will only be offered during scheduled times

Illness On-site

If you feel ill while on-site, please mask up and isolate in your hotel room. The Saint Paul RiverCentre has a designated room for any person with presumptive cases of COVID-19 who is unable to immediately leave the venue.

Please call:

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

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

Follow care instructions from your healthcare provider and local health department.

After the Event

Contact Tracing

Notifying NCG if you test positive for COVID-19 up to 5 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/>

<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 St. Paul, MN 55101	651- 254-3456	1.1
	United Hospital 333 Smith Avenue North St. Paul, MN 55102	651-241-8000	0.3
Non-emergency Care Facility or "Walk-In" Clinic	Health Partners Urgent Care 205 Wabasha Street South St. Paul, MN 55107	952-853-8800	1.0
Pharmacy	Walgreens Pharmacy 398 Wabasha Street North St 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.