

CBAI's In-Person Meetings Best Practices

The health and well-being of the CBAI Team and all program participants will be at the forefront of every decision regarding in person programs. Every reasonable effort will be made to ensure a safe and comfortable learning and networking environment. **Please remember if you are sick stay home. CBAI will provide a refund.**

A hand sanitizing station shall be located at the entrance of CBAI Headquarters. All attendees will be asked to use the hand sanitizer as they enter the venue.

Attendees should wear face coverings over their nose and mouth, except while seated throughout the duration of the event (exceptions will be allowed for those with medical conditions or disabilities that prevent them from safely wearing a face covering).

PPE will be available upon request including masks and gloves.

CBAI has contacted all third-party providers (hotels, caterers, etc.) for their COVID-19 policies and has them on file and available upon request.

Updated Check-In Procedures:

- A CBAI team member will greet attendees at the registration table.
- CBAI will continue to provide printed name badges for attendees. However, you are welcome to bring your company name badge if you prefer.
- CBAI Team Member will gather updated attendee contact information upon request.

Program Materials:

- All program materials will be supplied electronically for the attendee to print and bring with them or download on their own device to access during the program.
- CBAI will provide power cords in several designated locations to charge devices.

Program Venues:

Each venue will be required to adhere to all CDC, OSHA, and other applicable state governing authorities' guidelines.

Room Setup:

- CBAI staff will set up the meeting room to maximize space and distance between attendees.
- For programs being held at other venues CBAI will work with the venue to set up a room to maximize space and distance between attendees.
- Hand sanitizer will be in various areas throughout the venue.
- No-contact trash cans will be located throughout the room.

Food & Beverage Stations:

- Hand Sanitizer with a reminder to utilize will be displayed at CBAI Headquarters.
- CBAI will provide pre-packaged breakfast items, bottled water & iced tea, can soda and box lunches. All cups (hot & cold) will be disposable and all utensils will be plastic wrapped. Cups of ice are available upon request.
- The table where the attendees spends the day learning will also be the table where lunch is served.

Restrooms:

- CBAI staff will sanitize and clean restrooms throughout the day for meetings held at CBAI Headquarters.
- For programs being held at other venues CBAI will work with that venue to ensure the restrooms are sanitized and cleaned throughout the day.
- No-contact towel dispensers and trash cans are in the restrooms at CBAI Headquarters.

Breaks:

- Breaks will be slightly longer to allow the group to split themselves up to visit the restroom to allow for continued social distancing.

Misc. Items:

- Flip Charts and Markers: When these tools are necessary for effective learning, there will be a supply of these resources for each person (one per table minimum) to avoid sharing. These will be sanitized before and after the program.
- Marketing Flyers will be emailed upon request.

CBAI will follow the Center for Disease Control and Illinois Department of Health Guidelines in conducting safe and effective in-person meetings. Links below for more details.

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.dph.illinois.gov/covid19>