



## ATC In-Person Event Safety Policies

1. Capacity will depend on each venue policy and will not exceed 50% of pre-COVID capacity. Capacity will be clearly communicated to invitees and registrants.
2. Registrants will be required to fill out a health check survey beginning 24 hours before the event. Hardcopy surveys will be available on site. Any registrant who doesn't "pass" the health check will not be permitted to attend but may request an email introduction to the facilitator or speakers.
3. Each attendee will get a temperature check before officially checking in. Attendees with higher than 100 degrees Fahrenheit will not be admitted but may request an email introduction to the facilitator or speakers.
4. Upon check in each person may choose a color wristband in accordance with their level of comfort interacting with other attendees. This will only be applicable outside. Regardless of wristband color, attendees must stay at least six feet apart for social distancing. Color explanations will be clearly communicated on the registration page, email to registrants, and at the event verbally and with signage.

RED – Leave your mask on when conversing with me even in an outdoor setting. Give a friendly wave or head nod.

YELLOW – Fist or elbow bumps are fine, and I am comfortable taking my mask off to network in outdoor settings.

5. ATC staff will clean and disinfect pre and post-event. Chairs will be set up six to eight feet apart depending on the layout of the room. Hand sanitizers will be placed around the ROOM and check in area.
6. Masks MUST be worn throughout the event in the "event room" or building depending on the layout. Both nose and mouth must be covered with the exception of taking a sip of drinks.
7. Sponsors are responsible for bringing and removing their own swag and disseminating to attendees.
8. For Leadership Roundtables, ATC will provide breakfast tacos to-go.
9. Post-event emails to attendees will include a process to anonymously report COVID symptoms to ATC up to two weeks after each event.

In the event that the city and county move to stage three restrictions, all events will be converted to an online format. We're so happy to welcome the ATC community back!