

# **SUMMARY**

## **Public Health Policies and Protocols\***

### **CSI Master Specifiers Retreat, Eau Palm Beach Resort**

#### **June 9 - 11, 2021**

\*As of 2/5/2021

#### **INTRODUCTION**

Safety is a core value of CSI. To that end, CSI and the management of Eau Palm Beach Resort are taking pro-active steps to ensure your health and safety and minimize exposure to the COVID-19 virus during the Master Specifiers Retreat for all participants. CSI reserves the right to revise these policies and protocols at any time upon reasonable notice to meeting participants and to prohibit participation by any meeting participants that fail to comply with these policies and procedures.

#### **GENERAL**

- Counters, laptops, printers, tables, chairs, handrails, doorknobs, bathroom sinks, toilets and other furniture/equipment/areas with high traffic will be wiped down with antiviral and antibacterial agents frequently throughout the day by the hotel throughout the meeting space.
- In accordance with both Palm Beach County, FL regulations and the policy of the Eau Palm Beach Resort, participants are always required to wear a mask when on hotel property and outside of individual sleeping rooms, except to eat and drink.
- The event will be conducted under a “no hugs, no handshaking” and minimum physical distance policy throughout the meeting area, including common areas, exhibit hall, meeting rooms and at social/meal functions.
- Signage to encourage pandemic-aware behavior will be posted throughout the meeting area.

#### **PRIOR TO CONVENTION**

- Do not attend if you have tested positive for the COVID-19 virus within 14 days of the event or have been notified that you have been exposed to someone with the COVID-19 virus within 14 days of the event.
- Provide emergency contact information to CSI during your registration process.
- Consider whether you may fall into one of the “higher risk” categories identified by public health officials before registering for the event.
- Do not travel if you are ill or not feeling well. Contact us at 703-623-7304.

#### **REGISTRATION**

- CSI staff will be required to wear face masks when interacting with participants.
- Contact-free credentials will be provided.

#### **KNOWLEDGE EXCHANGE ROOM**

- Wider aisles between tables to ensure each delegates ability to maintain proper physical distance.
- One-way aisles to manage flow of traffic in a clockwise direction.

#### **MEETING ROOMS**

- Chairs in meeting rooms will be set to allow proper physical distancing.
- Hotel staff will wipe down all high-touch/high-traffic areas frequently throughout the day.

#### **FOOD/BEVERAGE**

- All food service will be either pre-packaged or served by hotel staff.

- Coffee stations will be staffed with attendants.
- Seating at round tables during meals will be reduced from ten per table to four per table.
- Sanitizing stations will be placed in all rooms where food is served.

## HOTEL

- The hotel has implemented a health screening program for all employees.
- The hotel has re-trained the entire hotel staff on proper cleaning/disinfecting procedures, personal behavior, and use of personal protective equipment (PPE)
- Hand sanitizer is provided at multiple locations in the hotel, including throughout the meeting area.
- Queue spacing marks have been placed at all bars, restaurants, and retail locations to identify and encourage appropriate social distancing.
- The hotel has implemented an aggressive cleaning/disinfecting schedule for all public and “high touch” areas as well as guest rooms.
- Social distancing procedures have been implemented throughout the Hotel.
- Restaurants and other public areas have reduced their maximum capacities to allow for appropriate distancing based on state and local ordinances.
- [Eau Palm Beach COVID-19 Protocols](#)

## ADDITIONAL INFORMATION

- Information on ground transportation services is being researched and will be sent to specifiers by May 7, 2021.
- Should you become ill during the event, please immediately advise a staff member by calling, 703-623-7304 and self-isolate.
- Contact a local emergency room or urgent care center for instructions.
  - Hospital           JFK Medical Center, 5301 S. Congress Ave, Atlantis, FL 33462, 561-965-7300
  - Urgent Care       Urgent Care of the Palm Beaches, 5818 S. Dixie Hwy, West Palm Beach, FL,
    - 561-429-4779
  - Pharmacy         Publix Pharmacy, 262 S. Ocean Blvd, Manalapan, FL 33462, 561-812-1807
- Please practice good hygiene by washing your hands frequently or using sanitizing stations which will be located throughout the hotel and meeting area.
- We will continue to work with the hotel and local jurisdictions and will make modifications to ensure the health and well-being of all attendees.