NASBP’s 2021 Fall East Meeting Readiness Plan – Chicago, IL

NASBP’s number one priority is the health and safety of the meeting attendees, presenters, and our staff. NASBP has created this readiness plan in accordance with CDC Guidelines, City of Chicago and State of Illinois regulations and guidelines, and the current health and safety protocols at the Westin Michigan Avenue Chicago, as designated by Marriott Corporation. In the event that any attendee, presenter, or staff person becomes sick with COVID-19 symptoms, tests positive for COVID-19, or is exposed to someone with symptoms or someone suspected or confirmed to have COVID-19 within one week of or during this Fall Meeting or has any questions or concerns about COVID-19 related situations, please contact Bethany Jones at 301-648-2384 or bjones@nasbp.org.

All attendees, presenters, and staff must sign the NASBP COVID Liability Waiver before arriving at this Meeting. This waiver was a required part of the NASBP online registration process.

**Per the City of Chicago mandate, masks will be required to be worn in all NASBP indoor events.**

This readiness plan is a working document and will continue to be reviewed and updated as needed based on any changes to relevant local/state regulatory agency policies and orders, such as those related to large events and gatherings and to travel.

**CURRENT State and Local Regulations, Hotel Policy and CDC Guidelines**

**Chicago Department of Public Health (CDPH)** - Effective August 20, 2021, masks are required in all indoor public settings for everyone 2 years of age and older, regardless of vaccination status. [Click here](https://www.chicago.gov/city/en/sites/covid-19/home/emergency-travel-order.html) to read more on the CDPH mask mandates.

**CDPH Public Gatherings Guidance** - For public gatherings and events, it is recommended that event organizers require attendees to be vaccinated against COVID-19 or have a negative COVID-19 test no more than 72 hours prior to attending. To create a safer event, CDPH recommends checking documentation of vaccination or negative test status, if feasible. If vaccination or negative test status cannot be checked, CDPH recommends that all attendees, regardless of vaccination status, wear masks whenever social distancing cannot be maintained.

**City of Chicago Travel Advisory** - Any unvaccinated people traveling from states and territories identified by cases per 100,000 residents are advised to obtain a negative COVID-19 test result no more than 72 hours prior to arrival in Chicago or quarantine for a 10-day period upon arrival. **Vaccinated individuals do not need to quarantine or receive a negative test.** [https://www.chicago.gov/city/en/sites/covid-19/home/emergency-travel-order.html](https://www.chicago.gov/city/en/sites/covid-19/home/emergency-travel-order.html)

**Westin Michigan Avenue Chicago** – [Hotel COVID-19 Policies](#)
**Facilities and Supplies**

The Westin Michigan Avenue Chicago has put into place procedures to help stop the spread of COVID-19, including increased cleaning measures to ensure the health and safety of guests and participants. You can read those here: [https://clean.marriott.com/](https://clean.marriott.com/). Additionally, NASBP will provide all participants with access to individual hand sanitizer, disposable masks, and disinfectant wipes. These PPE materials will be available at the NASBP registration desk throughout the event.

**Health Screening**

**Attendees, presenters, staff and contractors will be required to present evidence of negative COVID-19 testing or of vaccination prior to arrival at the meeting.** When submitting proof of vaccination please submit an image of your entire vaccination card via email to prodev@nasbp.org, all vaccination documentation will be deleted once received and recorded, NASBP will not store any medical information of the attendees/presenters or staff. For negative test results please submit electronic evidence via emailed test results within the 72-hour window of arrival at the meeting. If that is not practical, such evidence may be furnished at the NASBP registration desk at check in. Evidence of a negative COVID-19 test must be dated within 72 hours of check in at the NASBP registration desk. Registration materials may not be collected (including meeting badge) until this check in process has been completed. Meeting badges are required to enter all official NASBP events, and admission will be denied anyone who fails to show such badging.

In the case of a raised temperature of 100 degrees or higher, or presentation of other COVID-19 symptoms after arrival at the meeting, the attendee, faculty, staff, or contractor must refrain from attending events and will be required to self-quarantine in their individual hotel room until suitable arrangements can be made.

**Flexible Refund Policy**

Per NASBP’s usual cancellation guidelines, any registration cancellation received at 30 days prior to the start of the event will be refunded in full, and any cancellation received between 30 – 15 days to start of the event will be refunded at 50% or opt to take the transfer option. Due to the changing landscape of COVID-19 transmission, **NASBP will waive its customary policy for the 2021 Fall Meetings**, permitting cancellation without penalty (5% processing fee will still apply to all cancellations) up to 1 week prior to the start of meeting.

**Dissemination of Plan Information**

COVID-19 restrictions, updates and readiness plan will be shared with attendees, presenters and staff through the NASBP Website, email notifications, and the mobile meeting app.

This readiness plan is a working document and will continue to be reviewed and updated as needed based on any changes to relevant local/state regulatory agency policies and orders, such as those related to large events and gatherings and to travel.