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# ASMI Onsite Events

## Pandemic Health & Safety Policies

Association & Society Management International, Inc. (ASMI) is committed to ensuring the health and safety of its employees and clients while working in the office and remotely.

Additionally, ASMI has policies in place to reduce the risk of exposure and transmission of communicable diseases, especially COVID-19, at client-hosted events.

### Conference Policy & Resources for ASMI Clients

ASMI staff will follow all COVID-19-related requirements, advisories, policies, procedures, and protocols as mandated by the CDC, state, county and/or city, or any other governmental authority as well as the meeting venue to ensure the safety and health of all participants in clients meetings and events. ASMI will work in conjunction with clients' officers and other leadership to make recommendations and implement procedures to reduce risk. ASMI has developed several resources for clients in this regard:

- **A template Pandemic Health & Safety Plan** for use in conjunction with client events.
- **A template Code of Conduct** related to in-person attendance and detailing safety procedures, isolation/quarantine, symptoms, exposure, behavior, masks, expenses and other expectations.
- **A template Waiver of Liability** specific to COVID-19 exposure and transmission. It helps protect clients by documenting that participation in clients' conferences, meetings, and other events is at the attendee's own risk, and attendees may be asked to sign and adhere.
- **Virtual Platforms** – ASMI staff has conducted significant research on functionality, features, costs and options for clients.

At the client's request, ASMI will implement procedures that may include but are not limited to:

- Identify a Pandemic Compliance Officer who will provide oversight of the health and safety protocols approved by client leadership;
- Issue frequent and timely updates to attendees about COVID-19 requirements;
- Require proof of vaccination to participate in event;
- Conduct temperature checks and other health screening of attendees;
- Require masks at all program events;
- Provide sanitizing stations and materials;
- Establish and adhere to social distancing guidelines including limited access points and reduced seating and capacities at events;
- Make changes to food and beverage functions to reduce contact;
- Contract with outside companies to implement contact tracing should an attendee become ill; and
- Any other procedures that will reduce the risk of exposure and transmission of COVID-19.

### Additional Mitigation Measures

- ASMI recommends clients implement registration procedures that minimize contact – for example, mail badges in advance or eliminate badges altogether and use a mobile conference app feature to facilitate exchange of contact details among attendees;
- Eliminate handouts such as registration bags and printed programs;
- Costs to mitigate the risk of exposure and transmission of COVID-19 will be researched in advance and presented to the client's leadership for review and approval.

## Cleaning and Sanitation

- All ASMI-provided equipment will be clean and sanitized before being sent onsite, as well as upon return (i.e. iPads, printers, scanners, etc.).
- When ASMI sends an onsite representative to any in-person event, that team member will use ASMI-provided cleaning materials to sanitize all ASMI equipment at the beginning and end of each day. However, it is the client's discretion to clean the equipment using its own staff and cleaning supplies throughout the day per government, company, or venue guidance.
- If ASMI is not providing onsite support, it is the client's responsibility to clean and sanitize equipment at its discretion.
- To clean equipment, we recommend using a 70% isopropyl alcohol wipe or disinfecting wipes. Gently wipe the hard, nonporous surfaces of products, such as the display, keyboard, or other exterior surfaces. Don't use bleach. Avoid getting moisture in any opening, and don't submerge ASMI equipment in any cleaning agents.

## Protective Equipment & Social Distancing

- ASMI team members who travel onsite will follow face mask guidelines when in public spaces and while setting up any equipment. If face masks are not required by law or the venue, the ASMI team member may still choose to wear a face mask.
- If required by law or the venue, or if the ASMI team member chooses to, ASMI team members may also wear gloves while working onsite.
- ASMI team members will follow all venue guidelines for social distancing while onsite. When possible, team members will maintain appropriate distance, as defined by regulations, between any other team members and client personnel and attendees.
- ASMI team members will bring their own face masks. If there is any provided PPE to event staff, it is expected that ASMI staff will also receive this and choose to wear it while onsite.

## Temperature Screening

- ASMI will require onsite staff members to take their temperatures before traveling to any in-person event.
- Once onsite, if there are temperature screenings required by the venue or the client, team members will be expected to be screened per event guidelines.

## Travel

- In the event a scheduled team member is unable to travel due to illness or travel restrictions, ASMI will make a good faith effort to find a replacement and notify the client as soon as possible.

## Confirmed COVID-19 Case

- If an ASMI onsite staff team member is identified with a positive case of COVID-19, ASMI will work within local policies and notify the client as soon as possible.
- ASMI reserves the right to withdraw staff from any event where there is a confirmed case or exposure.

**\*DISCLAIMER:** This document is a guide only. ASMI is not responsible for your compliance with local governmental requirements or the rules of selected venues and will not endorse or approve any COVID-19 safety or compliance plans for client events. In addition, while ASMI will take reasonable precautions to prevent the spread of COVID-19 while its personnel is present onsite, given the nature of the virus ASMI is not able to and does not guarantee that it will not spread at client events and ASMI is not responsible in the event any personnel or attendees become infected with the coronavirus. This document summarizes ASMI's COVID-19 safety guidelines for when our personnel or rental equipment is present or used onsite at client event venue. ASMI will follow all in-country and local government guidelines (CDC, WHO, or other) for COVID-19 safety protocols as well as adhere to venue guidelines and ASMI company-based onsite policies.