

## COVID Safety Procedure Agreement for Onsite Meetings

All attendees are required to check each of the sections to attest he/she has read and is willing to abide by these procedures on site. Please direct any questions, comments or concerns to Kelley Blanchard at [Kelley.blanchard@career.org](mailto:Kelley.blanchard@career.org).

### Self monitoring

All attendees are required to self-monitor for COVID-19 related symptoms prior to the event and up to 14 days post event. If any attendee tests positive for COVID-19 within 14 days from the event, they must contact Kelley Blanchard at [Kelley.blanchard@career.org](mailto:Kelley.blanchard@career.org).

### Social Distancing

All attendees are asked to practice social distancing for the duration of the event.

### Masks

Attendees must wear a mask at all times during the event. The only exception to wearing a mask would be when you are actively eating or drinking. Presenters will also have the opportunity to remove their masks during their presentations if they have notified a CECU staff member to allow for cleaning/sterilizing.

### Meeting set up

Attendees will be seated at their own table during the sessions to allow for social distancing. Attendees are not permitted to casually move around during the event with the exception of break times.

### Meals

Dinner will be provided for all attendees on November 17<sup>th</sup> at the Gaylord Rockies in the meeting space. Attendees are permitted to make their own dinner accommodations if preferred either onsite or offsite, but please note that the hotel restaurant does require reservations in advance and can only accommodate tables of 8.

Breakfast and lunch will be provided to attendees on November 18<sup>th</sup>.

I attest that I have read and am willing to abide by these and any additional necessary safety procedures on site.

X

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Printed name