March 10, 2020

HOST Event and Association Management policies surrounding COVID-19

Hosting meetings and events for our clients is a responsibility we take very seriously, and the safety of all delegates and staff is our top priority.

In light of the current situation with COVID-19 and the precautions recommended by the World Health Organization, HOST Management staff will be working with suppliers and other event collaborators to mitigate risk at all upcoming events and create a safe environment for guests.

Procedures will include but are not limited to:

- Hand sanitizer stations throughout the meeting rooms we are using during events.
- Scripted notes for the emcee reminding folks about the importance of handwashing, not touching your face, refraining from shaking hands, and general tips and best practices about keeping a germ-free environment. The importance of handwashing will be reiterated throughout the event as this is the number one suggestion from all health authorities.
- Plated service for lunch and breaks when possible. By not serving a buffet-style lunch we limit the number of people around the food.
- We will work with our venue and hotel partners to ask them to actively wipe down and disinfect frequently touched objects and surfaces, such as door handles or railings.
- Tissue boxes will be placed in the room.
- Staff will have antibacterial wipes at each event and will use as needed throughout the day.
- The podium and mic will be wiped down at every break and lunch.
- Audience mics will be wiped down regularly.
- Volunteers or staff will write the badges for walk-in guests (instead of having the guest write it themselves) so multiple people are not handling the pens.
- We will opt to use meeting rooms with plenty of space so chairs can be properly spaced, and we can adhere to the recommendations of 'social distancing'.
- We will communicate with delegates in advance of events, reminding them to stay home if they are showing any flu-like symptoms and remind them when they attend events to keep their hands clean and be cognizant of personal space.
- We commit to ongoing and pro-active efforts to find ways to keep a germ-free environment.

We will also offer virtual meeting or conference services for clients who wish to opt to avoid face-to-face meetings.

We are monitoring all recommendations set by the World Health Organization and will continue to implement as many precautions as possible to prioritize the health and safety of our guests.

If you have a concern about an upcoming meeting, please reach out to Sara Robinson at 1-506-857-4254 or srobinson@hostmanagement.ca.