



Southwest
CONFERENCE PLANNERS



can't touch this

a comprehensive guide to events post COVID-19

transportation

vehicle protocol to ensure your safety



loading the vehicle

- All vehicles will have hand sanitizer available upon boarding
- Vehicles will be loaded from back to front
- Vehicles will unload from front to back
- Each row will have two individuals alternating as shown in diagram above

your dedicated driver

- All drivers will be wearing face masks
- Clean gloves will be worn for loading & unloading the vehicle
- Drivers will undergo daily temperature checks prior to shift

after each run

- All vehicles will be wiped down with CDC recommended cleaner
- All trash will be removed
- Seat covers will be removed and replaced if applicable to program

when the day is over

- Outside of vehicle will be washed with soap and water
- All hard surfaces will be cleaned inside the vehicle
- Aerosol disinfectant will be sprayed on all seats
- Seat covers will be replaced if applicable to program



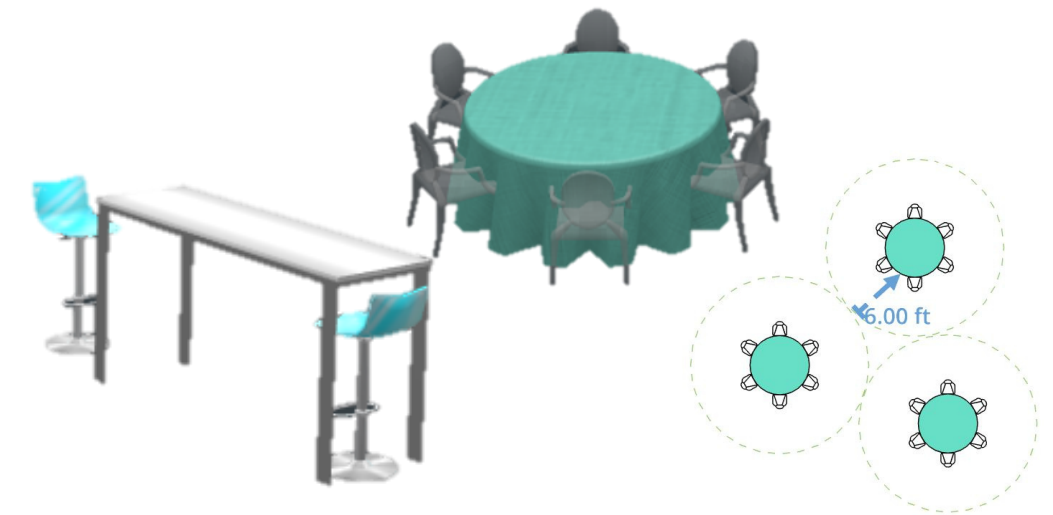
event design

strategic seating placement & designs



around the dining table

- Reduction in the amount of seats per table
 - 72" Rounds | 6-7 guests
 - 66" Rounds | 5-6 guests
 - 8' Rectangular | 6 guests
 - 6' Communal Tables | 2-4 guests
- The service perimeter around each table will be moved from 4' to 6'



sit back and relax

- Lounge chairs with individual end tables rather than community groupings with shared coffee tables
- End tables can be placed in the middle of sofas to promote social distancing

barriers & event signage

- Clear event entrance & exit points to reduce traffic
- Hedge walls & other themed decor walls can help section off areas to promote smaller groups per area
- Floor decals at bars and entertainment stations can help assist people to distance themselves while waiting in lines



what you'll see onsite

practices during the duration of your program

event & airport staff - the real arizona experts



- Masks are now part of the standard uniform
- Temperature checks will be performed before every shift
- Social Distancing is practiced during all shifts between attendees and fellow workers
- Staff is supplied with hand sanitizer and will use gloves when handling any attendee material, luggage or belongings
- Each staff is limited to an eight hour shift to help limit potential exposure

tours & teambuilding - let's get back out there safely

- Group maximums are applied which are appropriate to each activity to ensure social distancing
- All equipment used is sanitized and disinfected prior to and after each activity
- Previously stated transportation guidelines apply if applicable
- Facilitators, Guides and/or Docents are temperature checked prior to all activities and will adhere to proper hand washing/sanitizing guidelines



rental items - making the space look good



- Items are sanitized at the warehouse prior to arrival at event
- Crew will wipe down items after they are placed in event space for attendee use
- Crew will continually wash hands while on site for delivery and strike
- Crew will monitor temperature and will be sent home if temperature reaches above 100 degrees per CDC guidelines
- Crew will practice social distancing best as the event space allows
- Items are sanitized once returned to the warehouse



Policies will be adjusted to be in accordance with CDC Guidelines at all times



We are certified

signed. sealed. delivered.

COVID-19 COMPLIANCE OFFICER

Southwest Conference Planners has a COVID-19 certified compliance officer on our staff and has completed a course on the following topics:

- Screening Protocol
- Positive Test Protocol
- Social Distancing
- Exclusion Protocol
- Health Department Requirements
- COVID-19 Overview
- Staff Training
- PPE
- Event Disinfection



If you have any questions regarding this certification, please inquire with Southwest Conference Planners. We strive to create a safe environment for your event needs.