

# The Greater Springfield Chamber of Commerce

## COVID-19 Guidelines for Meetings & Events

Updated: July 2020

The Greater Springfield Chamber of Commerce (GSCC) has implemented proactive measures to enhance safety precautions for in-person meetings that are permitted in Phase 4 of the Restore Illinois Plan. The health, safety, and comfort of our members are top priorities during the COVID-19 pandemic. GSCC cleaning protocols and safety standards at our offices are intended to mitigate the potential transmission of COVID-19, and our employees have been advised on best practices to assist with those efforts.

GSCC meetings and events will follow the recommendations and requirements included in the Restore Illinois Phase 4: Revitalization - Meetings and Social Events Guidelines, and future government requirements that are applicable to any particular meeting or event. The Phase 4 Meetings and Social Events Guidelines can be reviewed in full at <https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines4/meetings.pdf>.

All meetings and events are unique, and GSCC will use safety protocols and guidance appropriate for each individual gathering. When applicable, GSCC will:

- Utilize venues that follow the aforementioned Restore Illinois guidelines as well as operate with enhanced cleaning and hygiene procedures to minimize potential risk.
- Encourage members and participants to comply with current COVID-19 guidelines from government agencies and health care providers.
- Display signage at each event indicating recommendations or requirements as they pertain to face coverings, social distancing guidelines, or other guidelines.
- Make arrangements to limit attendees congregating during entry and exit of events.
- Registration will be limited as noted in the Phase 4 Guidance.
- Provide face coverings to attendees who need one.
- Provide hand sanitizer.
- Arrange seating to maintain social distancing requirements.
- Minimize use of coat checks.
- Display visual markers to assist attendees in maintaining social distance of at least 6 feet.
- Provide electronic programs, packets, etc. ahead of time as an alternative for attendees who do not wish to handle physical documents.
- Discourage the exchange of business cards.
- Request that attendees refrain from hand shaking.

The threat of COVID-19 requires us all to be flexible and understanding. These guidelines may change from time to time as necessary to abide by future guidance from the government and health care professionals. GSCC will monitor the effectiveness of these guidelines and may make modifications to address issues as they arise.