



Personal Actions Supporting the Collective Wellbeing

NIBA is committed to providing a healthy, safe, productive, and welcoming environment for all. All participants, including, but not limited to attendees, speakers, volunteers, exhibitors, staff venue personnel and other contracted service providers are expected to abide by the following Code of Conduct and Duty of Care. Responsibility is shared equally among all stakeholders, all of whom have a role to play in the mitigation of risk.

CODE OF CONDUCT

NIBA is dedicated to providing a harassment-free program experience for everyone. Unacceptable behavior will not be tolerated and is defined as:

- Harassment, intimidation, or discrimination in any form related to gender, sexual orientation, race, ethnicity, religion, disability, physical appearance, age, experience, or other characteristic.
- Use of hateful, obscene, defamatory, discriminatory, or violent language.
- Inappropriate use of sexual language, nudity and/or images.
- Unwelcome or uninvited attention or contact with another participant.
- Expressed or implied threat of physical or professional harm.
- Harassing photography or recording.
- Sustained disruption of presentations, sessions, or other events.
- Unauthorized copy or screen shot of presentations. **All educational content is the property of the author(s). Permission required for reuse.**

NIBA reserves the right to take any action deemed necessary and appropriate in response to any incident of unacceptable behavior, including immediate removal from the Annual Convention without warning or refund and restrictions on attendance at future NIBA meetings.

If you experience harassment, notice unacceptable behavior, or have any other concerns, please contact a member of the NIBA staff or NIBA Executive Committee immediately. We value your attendance.

DUTY OF CARE

The NIBA Board of Directors and staff look forward to the opportunity to meet face-to-face for the 2021 Annual Convention. The health, safety, and comfort of *all* of our meeting constituents is our *top* priority throughout the event. We continue to monitor the COVID-19 status locally in Palm Springs, California and are in continuous communication with the staff at [The Westin Mission Hills Golf Resort and Spa](#) and local authorities to ensure a COVID-19 compliant program. Visit the [City of Palm Springs California's website](#) to review the current case counts and other important local data.

Before Leaving Home

- Follow relevant guidance provided by the [World Health Organization](#) (WHO), the [Centers for Disease Control and Prevention](#) (CDC) and your own local health authority for recommendations on how to protect yourself against COVID-19.
- Adhere to government issued travel restrictions and guidance issued by the region you will be travelling to and the region you are travelling from. Please [click here](#) to see current travel restrictions/requirements by state.
- Review airline travel policies by visiting their websites: [American Airlines](#), [Delta Airlines](#), [Southwest Airlines](#), [United Airlines](#).
- Evaluate your own health and that of people you are in close contact with; contact NIBA if you have concerns.
- Stay home if you feel sick or experiencing any of these symptoms: temperature over 100.4F, loss of taste or smell, cough, runny nose, sore throat, muscle aches, headache.

On-site During the Event

- Follow guidance from your local health authority, for everyday preventive actions to help prevent the spread of respiratory viruses including:

- Washing hands often with soap and water for at least 20 seconds, or an alcohol-based sanitizer with at least 60% alcohol.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Covering your nose and mouth when coughing or sneezing. Throw used tissues in the trash.
- Cleaning and disinfecting frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Agree to **always** wear a mask or facial covering in any public space. The only exception is during meal functions where masks can be removed to eat and drink. You are encouraged to bring your own masks: however, NIBA will have a supply of masks available on-site.
- Agree to adhere to risk mitigation procedures as instructed by NIBA which may include, but are not limited to temperature checks before entering the meeting venue, the completion of a health screening form, etc. NIBA has sole direction and will advise participants of such requirements prior to arrival.
- Adhere to social distance protocols put in place by NIBA and respect others' personal space.
- Meeting sessions will be set for appropriate social distancing. Rearranging of seating is prohibited.
- Hand sanitizer stations will be positioned throughout the hotel and our meeting space.
- Appropriate signage will be displayed to reinforce social distancing and other safety reminders.
- NIBA Board of Directors and staff will be enforcing safety protocols at the meeting as outlined here.
- If you choose to leave the meeting venue, you agree to continue to follow safety protocols in consideration of the safety of meeting participants. Attendees should limit their exposure outside the facility.
- Notify NIBA staff immediately by calling or texting 608-310-7549 if you feel unwell or are experiencing flu-like symptoms.
- Should you exhibit Covid-19 symptoms or test positive over the meeting dates, you will not be allowed to attend the meeting. Any additional expenses you may incur to quarantine or return home will be your responsibility.

Post-event

If you test positive for COVID-19 up to 14 days after returning home, please contact Amanda Stimart at astimart@niba.org and Michael Battaglia at mbattaglia@niba.org to advise them.