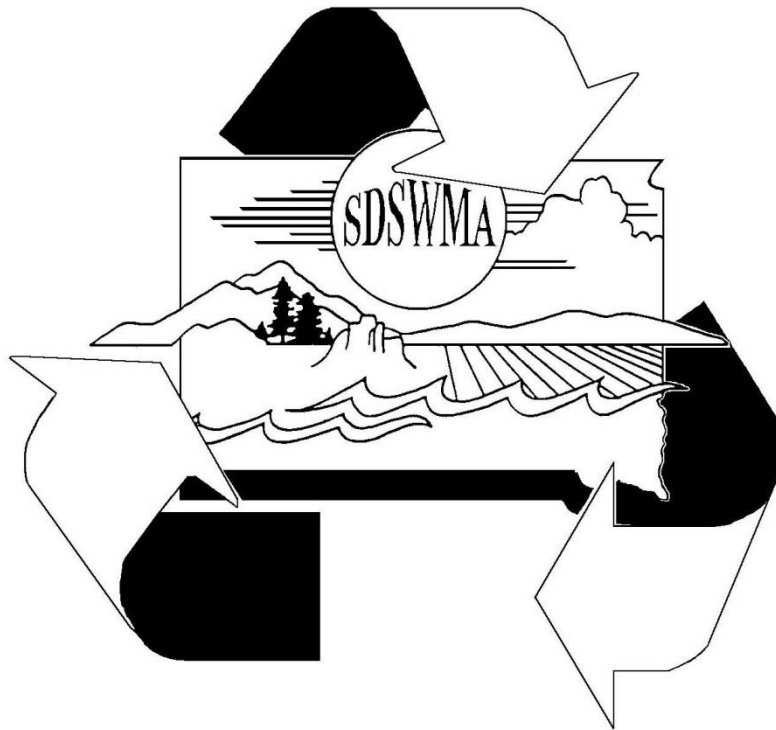


**SOUTH DAKOTA SOLID WASTE MANAGMENT ASSOCIATION
COVID-19 - CONFERENCE SAFETY GUIDANCE**



**2020 ANNUAL CONFERENCE & TRADE SHOW
BROOKINGS, SOUTH DAKOTA
SEPTEMBER 22-24, 2020**

The South Dakota Solid Waste Management Association (SDSWMA) will be holding its Annual Conference and Trade Show on September 22-24, 2020 at the Brookings Inn, Brookings, South Dakota. Due to the fluid situation surrounding COVID-19, the SDSWMA will be taking the following safety measures and protocols to protect the attendees, vendors, speakers, and guests (attendees) throughout the duration of the conference. The SDSWMA and the Brookings Inn will also adhere to the guidelines as directed by the South Dakota Department of Health and the City of Brookings Ordinance #20-007.

1) PROMOTING HEALTHY BEHAVIORS THAT REDUCE SPREAD

COVID-19 is a virus that is mostly spread by respiratory droplets released into the air when people talk, cough, or sneeze. It may also be spread to hands from contaminated surfaces then to the nose, eyes, or mouth. Personal prevention practices and environmental prevention practices will be implemented to prevent the spread of the virus.

a) COVID-19 Symptom Check

- i) If any attendee has tested positive for COVID-19 within 14 days prior to the conference, that attendee **MAY** not attend the conference. If an attendee has been in close contact with anyone that has tested positive within 14 days prior to the conference, they **MUST** also not attend the conference.
- ii) One of the symptoms of COVID-19 is running a fever. To ensure the safety of the attendees, everyone is required to have a temperature check each day at the registration table before entering the conference center. If an attendee registers a temperature of 100.4 degrees Fahrenheit (°F) or higher, that attendee will be sent back to their hotel room to monitor their symptoms. They can return to the conference if their temperature decreases to less than 100.4°F.

b) Hand Hygiene and Respiratory Etiquette

- i) All attendees are encouraged to wash their hands **frequently** with soap and water for at least 20 seconds, especially during breaks and before and after meals.
- ii) Hand sanitizer will be located on **ALL** tables during the technical sessions as well as at the registration table. The hand sanitizer will contain at least 70% alcohol. When using hand sanitizer, attendees are to rub their hands with sanitizer until dry.
- iii) Attendees are encouraged to refrain from handshakes, fist bumps, and high-fives.
- iv) Attendees are encouraged to cover their mouth and nose with a tissue when coughing and/or sneezing. Used tissues are to be thrown away in the trash and hands are to be cleaned immediately with soap and water for 20 seconds or with hand sanitizer. Tissues will be located at the registration table.

c) Face Coverings

- i) Attendees are **strongly encouraged** to wear face coverings, or may be required to wear face coverings, as directed by the SD DOH and the City of Brookings Ordinance #20-007.

- ii) Attendees may bring their own face covering; however, face coverings will be available at the registration table.
 - iii) Appropriate face coverings to wear include: cloth face coverings, disposable surgical masks, or N95/KN95 masks.
 - iv) Face coverings are to be worn over your mouth and nose. If you have trouble breathing or have other respiratory issues, a face covering should not be worn.
- d) Signage, Messages, and Announcements
- i) Signs will be posted at the registration table and throughout the convention center to promote protective measures, promote proper hand washing, and how to properly wear face coverings.
 - ii) Announcements will also be made at the beginning of each day to emphasize the protective measures to reduce the spread of COVID-19.

2) MAINTAINING A HEALTHY ENVIRONMENT

The 2020 Fall Conference will be held at the Brookings Inn. With the help of the staff at the Brookings Inn, the following steps will be taken to maintain a healthy environment for all attendees.

a) Cleaning & Disinfecting

- i) All tables will be cleaned and disinfected by hotel staff prior to the conference. The rooms and tables will also be cleaned and disinfected each night before use the next morning.
- ii) A shuttle bus will be utilized to and from the Brookings Landfill. The bus will be cleaned and disinfected prior to the conference. The bus driver will wear a mask during transport and use hand sanitizer. Attendees on the bus will also wear a mask and will sit one person per row per side in a staggered fashion to promote social distancing.

b) Registration Set-up & Conference Layout

- i) Attendees will check-in at the registration table each day prior to entering the conference center. At check-in, a SDSWMA board member will sign the registration sheet for you and take your temperature with an infrared thermometer. Any SDSWMA Board member that will be working at the registration table will be wearing a mask and will use hand sanitizer as needed for cleaning and disinfecting.
- ii) Each attendee will be given a folder containing all conference documents and a name tag. The attendees will be responsible for bringing their own folders to each session, including the membership meeting. Sharing documents with other attendees is **strongly discouraged**.
- iii) Tables for technical sessions will be set up as classroom style and placed 6 feet apart. Attendees are encouraged to stagger their seating within the rows to maintain the 6 feet distance.

- iv) Round tables for meals will be placed 6 feet apart and limited to 4-6 people per table. If there are more than six attendees from the same group or company, the attendees may sit together at the same table.
- v) Vendor tables will be set up along the outside of the conference room and will be at least 6 feet apart. Attendees are encouraged to take turns visiting the vendor booths to reduce crowding.

c) Food Service

- i) Plated meals and buffets will be provided throughout the conference. For buffets, the hotel staff will stand behind the food items and serve the food to attendees to eliminate sharing utensils. Plated meals will be brought out by hotel staff and served to each attendee.
- ii) Hotel staff will wear face coverings while serving all food items.
- iii) Linens on all food tables will be changed as appropriate by hotel staff.
- iv) Utensils will be wrapped in cloth napkins and placed on the tables prior to meals to avoid excess touching and sharing.

d) Shared Objects

- i) Attendees are encouraged to bring their own writing utensils; however, one will be provided to each attendee at the registration table. Attendees are discouraged from sharing pens, pencils, markers, etc.
- ii) Microphones, clickers, and laser pointers will be cleaned and disinfected between each speaker and at the end of each day. They will be cleaned using alcohol wipes that are safe for electronics.
- iii) One SDSWMA Board Member will be designated as the point of contact for loading presentations onto the laptop. Should more than one person utilize the laptop, the keyboard and mouse will be cleaned and disinfected using alcohol wipes that are safe for electronics.

3) POINTS OF CONTACT

a) SDSWMA Contacts

- i) Should any issues or questions arise during the conference, the main points of contact for conference events will be:
Melissa Fahy, SDSWMA Executive Director, (605) 216-3256
Dale Fortin, SDSWMA President, (605) 353-4931

b) Hotel Contact

- i) Should any issues or questions arise at the conference facility, the main point of contact for the facility will be:
Alex Betlach, Brookings Inn Manager (605) 692-9471