

CANS 2021 ANNUAL GENERAL MEETING COVID-19 SAFETY PLAN & WHAT TO EXPECT

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INTRODUCTION

We are excited to present our plans to safely execute the CANS 2021 Annual General Meeting taking place on September 29, 2021, at the Halifax Convention Centre. All participants and volunteers will follow the safety plan outlined below, which is based on advice from our professional event planners, our recent experience executing this same event safely in 2020, and guidelines set out by the Nova Scotia Health Authority.

2021 COVID-19 EVENT FORMAT HIGHLIGHTS

- Participants required to show proof of double vaccination at point of entry to the event.
- Waivers signed in advance by each participant.
- Masks mandatory when not eating, drinking, or seated.
- Increased signage, wayfinding and staff directing flow of participants.
- Hand sanitizer and disposable masks available to attendees and staff throughout the event
- Physical distancing and masking reminders placed throughout and mentioned from the podium.

PRE-EVENT

- All attendees will be notified of proof of vaccination pre-event. Click [HERE](#) for Vaccination Policy.
- All attendees will be sent screening questions and event guidelines pre-event
- Waiver (click [HERE](#)) to be circulated and signed in advance by participants and volunteers.

ARRIVAL

- **Attendee Proof of Vaccination Screening:**
 - Attendees will arrive and will be directed by venue staff immediately to the proof of vaccination screening area
 - Staff will check the vaccination status of each attendee
 - This task will be completed exclusively by senior management level staff
 - Further details on CANS Proof of Vaccination Policy for AGM attendees can be found here: <https://www.cans.ns.ca/cans-proof-of-vaccination-policy/>
- **Attendees Registration Check-In:**
 - Begins 11:30am. As attendees arrive and pass vaccination screening, they will be directed to registration. Registration will be separated out into two sections by last name to avoid congregating of attendees.
 - Three CANS staff will be present at each registration table to process check-ins quickly and efficiently
- **Luncheon and Speaker:**
 - Begins 12:30pm and takes place in Ballroom 1. Attendees will take their seats for lunch and at that point will be able to remove their masks.
 - Reminders of safety protocols will be included with the verbal introduction and welcome from the podium.
 - Speaker session and moderated Q&A will take place. This may be virtual or in-person. Should the Q&A be

in person, the moderator and speaker will be seated at least six feet apart.

- **Coffee Break:**
 - Begins 2:30pm and takes place in the Salon with room for attendees to distance appropriately.
 - Multiple coffee stations available to avoid congregating. Stations will be self-serve and will have hand sanitizer readily available.
 - Signage promoting distancing and outlining mask requirements will be present.
 - Disposable masks will be readily available.

- **Business Session and AGM:**
 - Begins 3:00pm in Ballroom 2 and 3. Attendees will take their seats for the meeting and at that point will be able to remove their masks.
 - Room will be set up classroom style to promote distancing
 - Personal hand sanitizers, personal notepad, personal pen and individual water glass will be at each seat.

- **Pre-Dinner Reception:**
 - Begins 5:00pm and takes place in the Salon with room for attendees to distance appropriately.
 - Multiple bars available to avoid congregating. Bars will have hand sanitizer readily available.
 - Signage promoting distancing and outlining mask requirements will be present.
 - Increased number of hi-top tables will be present to keep attendees as stationary as possible.

- **Dinner, Awards, Keynote and Entertainment:**
 - Begins 6:00pm and takes place in Ballroom 1. Attendees will take their seats for dinner and at that point will be able to remove their masks.
 - Reminders of safety protocols will be included with the speaking notes to be read from the podium.
 - Keynote note speaker will take place and will be one individual on the stage.
 - Awards ceremony will take place and we will ensure award recipients maintain distance when accepting their awards/having their photo taken.
 - Entertainment will be a guided chocolate tasting which will allow for attendees to remain in their seats.
 - Hand sanitizer and disposable masks will be readily available.
 - Signage promoting distancing and outlining mask requirements will be present.

EVACUATION PLAN

- Evacuation plan will be in accordance with the guidelines set out by the Halifax Convention Centre.

SCREENING FOR ATTENDEES (volunteers & guests)

Will be sent to all attendees and volunteers the day before the event, along with Proof of Vaccination reminder.

1. If you have not yet signed a waiver, click [HERE](#) and submit prior to arrival.
2. If you feeling unwell today or have any new or worsening symptoms of COVID 19? (Fever, Cough, Sore Throat, Runny Nose, Headache) **please do not attend.**
3. If you visited a COVID-19 exposure site that you are aware of? If yes, **please do not attend.**
4. If you or anyone in your household has been in close contact with anyone who has tested positive for COVID-19 in the past 14 days **please do not attend**
5. If you have been asked to self-isolate **please do not attend.**

KEY CONTACT INFORMATION

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