

# COVID-19 CONTINGENCY PLAN

## HOW CIP & PIBC ARE PREPARING FOR NATIONAL CONFERENCE

Dear Colleagues,

In light of the evolving Novel Coronavirus (COVID-19) outbreak, we wanted to share some information on how PIBC and CIP are responding as Elevation 2020 approaches. We continue to monitor this situation with the World Health Organization and Public Health Agency of Canada as it develops.

We are currently proceeding with Elevation 2020 as planned, and will reassess our decision based on the best and most current information. Until then, we are reaching out to our venue providers to ensure best practices are in place for the conference to mitigate any potential concerns on-site as much as possible. We are asking delegates to remain home if they are sick.

We have worked with our local partners to put in place a number of additional health measures to mitigate risk, including (but not limited to):

- the host hotel is working closely with its partners to cancel any group attendees visiting from impacted areas, as defined by the Centers for Disease Control and Prevention;
- continuing with cleaning procedures and disinfection products which were already in place at the host hotel, with proven efficacy in minimizing the spread of viruses and contagions;
- increased frequency of cleaning and disinfecting throughout the host hotel;
- hand washing stations placed at critical points throughout the host hotel;
- reinforcement of personal hygiene, proper handwashing, and use of alcohol-based hand sanitizers;
- close monitoring of employee health (at host hotel and other venues);
- promoting awareness of preventative efforts via onsite information and signage; and
- promoting a "touch-free" meeting experience ("no handshake" greetings, encouraging alternatives to business card exchanges by encouraging the use of the conference mobile app).

PIBC and CIP staff are ready to assist with questions. As things continue to rapidly evolve, we will keep everyone informed.

Please note, in the unfortunate event that the conference is cancelled, registration costs will be reimbursed in full; however, we are unable to compensate for any other expenses that may have been incurred.