



The Baltimore Convention Center

Safety & Risk Mitigation Planner

Planning Your Next Event at the Baltimore Convention Center



Baltimore Convention Center Safety & Risk Mitigation Planner

The Safety & Risk Mitigation Planner aligns with practices recommended by the Center for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), Maryland Public Health Administration and mandates set forth by the Baltimore City Health Department.

The status of event activities will be decided based on guidance from the CDC, the requirements of Governor Hogan's Executive Order, and the latest Baltimore City Executive Order guided by the Baltimore City Health Department.

- Events may incorporate physical distancing guidelines to ensure the comfort and safety of attendees. Various space capacities can be provided to assist with distancing recommendations.
- Masks are required to be worn covering the mouth and nose while attending events in the building.
- Pre-screening, including temperatures, may be required and passed before entering the building. Visitors with a temperature of 100.4 or higher will not be admitted entry.
- Designated enter/exit only locations for building access, exhibit halls, and meeting spaces will be determined where available.
- Planners must work with contractors, staff, volunteers, and attendees to ensure their safety and wellbeing while working in our facility

This guidance document will assist event planners in developing a Safety & Risk Mitigation Event Plan. Completed plans must be submitted to your assigned Convention Services Manager at least 90 days in advance of the event.

As health and safety regulations are updated from local, state, and federal agencies, the information provided in this document is subject to change. You will find the date for the most recent version of this document located in the bottom right hand corner. Please check with your convention services manager to ensure you have the most recent copy of this document. The document can also be downloaded from our website.



Submitting Your Plan

The Safety & Risk Mitigation Plan must be submitted to the Baltimore Convention Center, for comment and additional resources, a minimum of 90 days prior to the event. This will be helpful in informing attendees what is recommended for their visit to the Baltimore Convention Center. Also available is the Baltimore City Covid-19 Resource page to help understand recommended and necessary protocols in place while visiting the City of Baltimore. <https://coronavirus.baltimorecity.gov>

- **Communication** - In this section you will answer questions about communications protocols in place between you and your attendees, staff, and contractors.
- **Safety Screening COVID-19 Protocol Requirements** – In this section you **will** identify the unique requirements you have in place for safety and screening during your event.
- **Face Covering** – Activities that would require an exception to the face covering mandate should be identified in this area.
- **Event Sanitation Protocol Measures** - Outline steps to be taken to ensure the event space is appropriately cleaned and sanitized, that high touch areas have increased cleaning, and that additional hand-washing or hand-sanitizing is available
- **Food and Beverage** – Outline how food and beverage is expected to be incorporated into the event and while maintaining safety standards.
- **Staff and Volunteer Safety Measure Compliance** - Identify the number of event staff or volunteers who will be available and sufficient to monitor and ensure compliance with the approved plan and other City of Baltimore Executive Order directives.

Meeting Planner and Event Information



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| Meeting Planner Name | |
| Meeting Planner Phone Number | |
| On-site Day of Event Meeting Planner Contact | |
| On-site Day of Mobile Number | |
| On-site Contact for COVID Safety Related Details | |
| On-site Contact Number | |
| Event Name & Date | |
| Event Type (Convention, Trade Show, Meeting, Food Function, Public Event, Sporting Event, Other) | |
| Contracted Event Space | |
| Anticipated Daily Attendance | |
| Do you have a separate crisis management plan in place? If so, please submit plan with this form. | |

I. Communication

The Baltimore Convention Center has designed a Meeting Planner Toolkit to help planners speak to their intended audiences including staff, attendees, exhibitors, and contractors. In this section please outline the event's communication procedures including how guests will be informed of event expectations prior to arrival, how you will reinforce expectations during the event (example: signage at entrances/exits) Provide details below.

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| <p>The Baltimore Convention Center provides a Meeting Planner Toolkit designed to assist you in speaking to your attendees and other audiences available on our website.</p> <p>How will you communicate your safety protocol and daily regulations to your attendees prior to your event?</p> | |
| <p>We recommend that attendees be notified of our building policy at minimum, 3 weeks prior to attending an event.</p> <p>What is the timeline that this information will be distributed and available to attendees?</p> | |
| <p>The Baltimore Convention Center uses Instagram, LinkedIn and facebook as our social media platforms. Our hashtags are #bccenter #bccenterCSC #hereinBmore and #centerplate</p> <p>Do you have a social media presence and interact with your attendees through these platforms? If yes, please list:</p> <ul style="list-style-type: none">• Instagram Handle• Facebook page• LinkedIn Page• Any event promoted hashtags | |
| <p>Are there any digital materials you would like to see provided from the Center not currently available in the Meeting Planner Toolkit?</p> | |

II. Safety Screening and COVID-19 Protocols



The Baltimore Convention Center has several tools in place that can compliment your established safety screening protocols. Please answer below to help us understand the requirements you plan to implement for the safety and screening of attendees, staff, exhibitors, and contractors.

Attendee Protocols

| Negative Test Requirement Y/N | Vaccination Requirement Y/N | Daily Screening Requirement Y/N | Contact Tracing Capture Y/N | Location of Vaccination/ Test Confirmation | Attendee Screening Location | Name of Screening Application/ Contractor | App Used By Contractor, staff, attendees? |
|----------------------------------|--------------------------------|------------------------------------|--------------------------------|---|-----------------------------|--|---|
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Staffing and Contractor Protocols

| #491 Labor | Number of Exhibitors (staff) | Number of Staff (include labor & contractors) | Daily Screening Y/N | Contact Tracing Capture for Back of the House | Screening Location |
|------------|------------------------------|---|------------------------|---|--------------------|
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II. Safety Screening Protocols Continued

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The following questions are an extension of the safety screening protocols from the previous section.

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| <p>Are you expecting international attendees? If yes, from what countries? See list of countries currently allowed to travel to the US. Page link here</p> | |
| <p>Convention Center Public Safety staff will be trained in use of the HD infrared cameras used at public entrances. Who from your staff will be conducting on site screening?</p> | |
| <p>Name, contact information for contractor providing the health screening indicated previously (if applicable)</p> | |
| <p>The BCC can help you to identify a holding room for any attendees that are presenting symptoms. Is there a procedure in place if an attendee reports symptoms or is screened and found to have symptoms on site?</p> | |
| <p>Will you have an EMT on site? Please include contact information.</p> | |
| <p>Do you have a plan in place for attendees that do not pass the temperature screening or qualify based on past activities?</p> | |
| <p>How do you plan to enforce these policies?</p> | |
| <p>Are you using any shuttle busses or vehicle valet services? Please include all companies being used, route information, and contact.</p> | |
| <p>A plan must be submitted for approval by all service contractors working in the building 45 days prior to the start of an event. Do you have a plan in place with service contractors to ensure smaller crew sizes to account for physical distancing during move in/out in the building and loading dock spaces?</p> | |
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III. Face Coverings



The Convention Center adheres to current executive orders on face coverings from the Office of the Mayor in the City of Baltimore. Current Executive Orders can be found here <https://www.baltimorecity.gov/executive-orders>. This section should include information on your requirement of face coverings and enforcement for the mask mandate for event staff, volunteers, vendors, attendees.

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| Face coverings are required at all times in the facility unless, attending a reception or other meal function. How will you require and enforce all staff, attendees, volunteers and vendors comply with the Baltimore Center's masking mandate? | |
| The facility does not supply face coverings and other PPE for clients, attendees, or contractors. Are you providing PPE for your attendees? If so please include distribution information, locations of availability etc. | |
| Face coverings are required at all times unless attending a food function or eating in retail areas. Please list any events that may require an exception to the face covering requirement. | |
| Our Public Safety Officers on patrol will provide some assistance in PPE enforcement. How do you plan to enforce these policies? | |

IV. Increased Sanitation

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The Baltimore Convention Center has increased its cleaning procedure and focused closely on high touch point areas in the facility. A thorough cleaning takes place once per day.

This section should include information on how routine cleaning/sanitation/disinfection will be increased during the event. For product information on what cleaning solutions are recommended by the CDC, [please click here](#).

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| <p>The Center has over 80 hand sanitizer dispensers strategically placed in high traffic areas throughout the front of house. Additionally restrooms and back of house areas including loading docks and hallways are thusly equipped (see diagrams attached).</p> <p>Will you be providing additional hand sanitizing stations for attendees? How many? Which locations?</p> | |
| <p>We provide a number of signs placed throughout the facility. They include reminders to wear your mask, wash your hands, etc. We ask that, whenever possible, consistent language and reminders are utilized.</p> <p>Will you be providing any supplemental signage for sanitization reminders?</p> | |
| <p>While exhibitor space is not cleaned by the BCC we are working with event planners and general service contractors to ensure that a standard of cleanliness is being met. Prior to the event all outside contractors must submit the document for approval.</p> <p>Will vendors and exhibitors be required to clean and disinfect their displays? How often?</p> | |
| <p>Who will be cleaning and sanitizing exhibit halls? Please include company name, point of contact information, cleaning schedule.</p> | |
| <p>How do you plan to clean equipment used by athletes during sporting events?</p> | |

V. Food & Beverage

This section should include information on how food and beverage service is expected to operate and maintain safety standards throughout its incorporation in the event.

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| Are you serving food at this event? If so, what is the plan for safely providing food and drink (e.g. grab and go lunches, kitchen plated and served to tables, spacing and table capacity limits etc.) | |
| Are you serving alcohol at any events? If yes, will attendees be standing or sitting? Will you have signage and staff (or volunteers) in place to enforce social distancing and mask wearing regulations? | |
| How do you plan to enforce these policies? | |
| Are there plans to stagger attendee flow to F&B snack or coffee breaks between sessions, or during extend break times, to allow staggered traffic flow? | |

VI. Enforcement & Compliance



How will staff or volunteers make sure attendees are adhering to requirements?

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| How many staff or volunteer members will be dedicated to enforcing COVID safety measures? | |
| Ratio of attendees to staff dedicated to enforcement? | |
| How will you ensure that staff and volunteers are properly trained to manage attendees and keep safety protocols in place? | |
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