

**A Guide for AGs, Staff & Private Sector
on Implementation of CDC COVID-19 Preventative Guidance at
The AG Alliance/CWAG Annual Meeting 2020
The Broadmoor Resort, Colorado Springs, Colorado**

This information is being provided to registered attendees of the AG Alliance/CWAG July 2020 Annual Meeting. Our primary concern is ensuring the health and safety of our members, attendees, and staff. We ask attendees to make a decision to participate in the meeting knowing the country is experiencing a pandemic and that SARS-CoV-2, the virus that causes COVID-19, is highly contagious.

If you are experiencing COVID-19 related symptoms, or you or a family member are considered part of the at-risk population, please do not attend the meeting. For more information on COVID-19 symptoms, please go to <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Health officials recommend that people minimize contact to the maximum extent possible. For those comfortable attending the conference, we have prepared a detailed guide on COVID-19 preventative practices implemented by our team and the Broadmoor Resort. These practices will be based on any new federal, state or local guidance.

In brief, please note:

- This meeting will be formatted far differently than any previous AG Alliance or CWAG Meeting
- The meeting has been limited to 400 people (this is ½ our regular attendance)
- There will be no large gatherings, the 400 people will never be in the same place at one time
- Individual groups will be formed and rotated around the resort for meals and events
- Social distancing recommendations will be practiced
- Personal Protective Equipment will be provided to AG Alliance/CWAG meeting staff, meeting attendees and guests. Individuals may choose how to utilize PPE.
- Substantive panels will be broadcast to meeting attendees utilizing guests handheld devices or the resort's TV channel rather than gathering all attendees in a meeting room

Please refer to the attached guide to learn about the many practices we are putting into motion. These meeting modifications will present new challenges for the hotel and our team, but we are confident we will be able to overcome any obstacles. We look forward to gathering and seeing you all in July at the Broadmoor.

These materials reflect the best available information at the time they were prepared. It is possible these guidelines may change as understanding of COVID-19 evolves. Thus, information or resources provided or made available should not be considered as rigid mandates, nor are they intended to supplant professional, informed judgment based on observed conditions.

Introduction

The objective of this guide is to provide a description of the conference practices that we and the Broadmoor Hotel will put into place to reduce potential exposure to and spread of the severe acute respiratory syndrome virus that causes COVID-19.

This Guide is organized into three main sections: (1) Use of Breakout Groups; (2) Attendee Best Practices; and (3) The Broadmoor's Preventative Measures.

This information is consistent with the health and safety recommendations and ongoing monitoring efforts stated by the U.S. Centers for Disease Control and Prevention (CDC) and draws upon the available public information from federal agencies such as the U.S. Environmental Protection Agency (EPA), and the U.S. Food and Drug Administration (FDA), as well as public information from nongovernmental organizations, such as the American Academy of Pediatrics (AAP)

Our partners in the Attorney General community and private sectors are our family. We are committed to your personal health and safety, and the public health and safety of our guests. Our staff are working continuously to update this guidance and to take into consideration the specific needs of our diverse guests.

Use of Breakout Groups to Prevent Infection During Substantive and Social Interactions

Due to COVID-19, the format of this meeting will be very different from previous annual meetings. There will be no large group events where all attendees gather in one place or a single principal meeting room. Instead, we will be implementing a strategy which utilizes multiple indoor and outdoor spaces, the hotel television channel for guestroom viewing of the program, and live streaming to computers and handheld devices, and numerous outdoor areas for meals and social gatherings.

Our staff, in conjunction with The Broadmoor Hotel, are working to safely and effectively utilize 60,000 square feet of meeting space and over 50 meeting rooms in accordance with guidance for small gatherings.

A goal of pandemic response is to reduce interpersonal contacts to limit potential exposure to COVID-19, which can be accomplished using recommended approaches for managing group interactions. As such, panels will be held in a 10,000 sq. ft. ballroom. Panelists will be appropriately social-distanced. Each panelist will have their own microphone, with no shared electronics. The panelists tables will be sanitized after each panel. Panels will be live-streamed for attendees who prefer to view the panel in an alternate space.

Audience attendees will have ample physical space around each chair. Polite reminders regarding social distancing will be posted.

We will take steps to establish small groups, limit the mixing of groups, and refrain from large gatherings throughout the meeting. Social opportunities for meals and events will be provided but will include utilizing the resort's outside space and multiple locations throughout the resort. The maximum group size will not exceed the state of Colorado's guidance for meeting size. That exact number has yet to be determined.

- Policies are being established to form small group sizes, limit mixing of groups, and restrict large gatherings.
- Limiting mixing of groups can be combined with a public health approach of establishing and maintaining "concentric group circles" for infection prevention and control.
- Infection spread can be slowed and more easily contained in smaller groups; when larger groups are required.
- In the event of an outbreak later on, being able to promptly define the close contacts is paramount for enhanced health surveillance and isolation. By using the small groups strategy, isolation and surveillance of close contacts can be implemented quickly.

COVID-19 Compliant Meeting Practices

The Annual Meeting is a blend of substantive policy discussions with first-class leisure and family-friendly activities for a unique experience with the Attorneys General. General guidance for attendees is offered for Food & Beverage Service; Indoor Meetings; Outdoor Activities; Sports and Range Activities; and Screening and Ongoing Monitoring.

Food & Beverage Services

We are working closely with the hotel to create events which allow for individualized meal service rather than delivery of food via buffet or open-layout presentations.

- Good Practice: The expectation is social distancing will be implemented in seating arrangements. There will be 3-4 people per table.
- Good Practice: The hotel staff will wear PPE and serve guests "Bento Box" type meals.
- Good Practice: General beverage services will consist of individual bottles and cans rather than pitchers of beverages.

General Guidance for Indoor Meetings

- Good Practice: Ensure enough space to accommodate meeting speakers and attendees, meeting staff and hotel personnel.

- Good Practice: All attendees should wear cloth face coverings during activities indoors when physical distancing is not maintained.
 - Face masks will be provided to all attendees at the meeting. We will NOT mandate the use of masks, but it is highly encouraged. The use of a face mask during personal interactions is to protect others from infection, not the mask wearer. Wearing a mask limits the likelihood that microscopic water droplets, containing the virus, can spread from the mask wearer to others. We will leave it to each individual to decide for themselves what personal steps they will take to prevent infection or transmission.
- Good Practice: The hotel will be providing signs and personnel to remind attendees and guests to implement these practices
 - COVID-19 information
 - Handwashing
 - Cough etiquette
 - Symptoms associated with COVID-19
 - Don't Spread Germs by maintaining Social Distancing
 - Stay Home If You're Sick

General Guidance for Outdoor Activities

- Good Practice: The hotel pool staff will remind swimmers they should follow social distancing recommendations, perform proper hand hygiene prior to entry and when leaving pools or other outdoor aquatic facilities (e.g., lakes, ponds).
- Good Practice: Guests utilizing the aquatics and small crafts will be reminded that COVID-19 is not waterborne. There is no current evidence COVID-19 can be spread to people through the water in a pool or water play areas. Proper operation and maintenance (including disinfection with chlorine or bromine) of these facilities will likely inactivate the virus in the water. <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>

General Guidance for Sports and Range Activities

- Good Practice: Meeting Vendors will limit shared high-touch equipment and designate equipment to attendees which have been properly sanitized between uses.
- Good Practice: All outdoor equipment and facilities should be routinely cleaned in accordance to guidelines outlined in recommended cleaning and disinfecting practices.

General Guidance for Screening and Ongoing Monitoring

- Good Practice: Provide a private space for optional use of a no touch temperature scanner. Attendees will have access to the equipment. The association will not be monitoring or tracking individual's health.

- Good Practice: An isolation area and a point person from the AG Alliance/CWAG staff and the hotel will be made available to any attendee feeling unwell to assist the attendee as requested by the guest.

With these public health practices, we hope to minimize the spread of communicable illnesses. We also have strategies in place should someone at the meeting shows symptoms or becomes ill.

The Broadmoor's Preventive Measures

The Broadmoor's 102-year legacy has always included the safety, security and well-being of guests, members and employees with equal emphasis, and these priorities remain on the forefront. These heightened practices are designed to provide a clean, safe, and comfortable environment for all guests at The Broadmoor.

The Broadmoor was awarded the *2020 AAA Top Housekeeping Recognition*. As such, it is important to them guests know the hotel is implementing enhanced best practices and standards, in adherence to federal and state mandates and guidelines, to continue to provide luxury, five-star service while keeping guests, members and employees safe during the COVID-19 pandemic.

The Broadmoor is committed to high standards of sanitization processes, using professional EcoLab products and tools that are hospital grade and approved by the EPA.

- Guests will be encouraged to wash hands and use hand sanitizer frequently. Hand sanitizing stations have been made available throughout the property, including at front desks, lobbies, elevator banks, restaurants, and shuttles.
- Appropriate signage has been placed throughout the facility to remind guests to adhere to social distancing; specific guidelines for elevators, escalators, and public spaces will be communicated; and staff will be designated as Lobby Ambassadors to encourage and remind guests to adhere to social distancing.
- Printed material and decorative items have been removed from guest rooms to provide a single use environment. Each guest will be able to use interactive texting, as an alternative to in-room and public phones.
- The Broadmoor is implementing new policies minimizing guest room exposure to hotel personnel. In-room deliveries have been suspended to ensure fewer hotel personnel entering during guest stays.
- In the event that a guest becomes ill, paramedics/in-house doctors will be on hand to provide assessments, which can be conducted in person or by phone.

- Meeting space layouts and décor have been designed to adhere to social distancing best practices, while still allowing guests to socialize and enjoy each other's company.
- All meeting spaces will be cleaned and sanitized regularly, based on the movement of the group.
- Public spaces will be attended to with a high-level of housekeeping attention.
- Employees will be trained in updated personal hygiene expectations and standards, including updated hand-washing procedures and required use, change and disposal of personal protective equipment.
- Employees will be trained in sanitation procedures at the time of orientation, and on-going training will occur in each department thereafter.
- Employee health will be strictly monitored by departmental leadership, and employees exhibiting symptoms will be required to stay home or will be sent home if symptoms arise while on-duty.
- Hand-sanitizing stations for staff have been placed in key locations.

For questions, please contact:

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This document will be updated as necessary. The following websites were used to compile this information:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html>