



Essential Considerations for Safely Operating AIStech – The Iron & Steel Technology Conference and Exposition

Essential Considerations for Safely Holding AIStech

Section 1: Description of Event

AISTech is the annual meeting of the Association for Iron & Steel Technology, representing the world's largest technology conference and exposition for the global steel manufacturing industry.

AISTech is a catalyst for business and therefore represents an important event for the steel industry. As an essential business for the region, state and country, steel production remains vital to our economic welfare and national security.

Section 2: Overview of COVID Guidelines

AIST, in collaboration with the Music City Center (MCC), event contractors, decorators and other service providers, has written these *Essential Considerations for Safely Operating AISTech* to provide information for producing AISTech during the COVID pandemic.

These considerations were written to not be prescriptive, but rather to provide general information and areas for special attention. Each exhibition or event is different. The audience, size, industry, complexity, venue and city must be taken into consideration when planning for the exhibition. AIST will understand the current laws of the country, state/province and city in which its event is being held, working with local officials to ensure the event is in compliance. Regularly reviewing the guidance of the U.S. Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO) is strongly advised.

Finally, the current situation with COVID has recently improved. The availability and distribution of vaccines for all individuals over the age of 12 years of age has allowed many regions to adjust their social distancing restrictions. To continue this progress, the CDC strongly recommends that individuals get vaccinated. As information is released, this document will be updated, and the reader is encouraged to regularly check for any additional updates. As the crisis lessens, some of the remaining preventive measures in this document may no longer be necessary. AIST is committed to keeping its members, attendees and exhibitors updated as new information is made available from our association partners.

Section 3: General Principles for Health and Safety Operations

The implementation of reasonable and practical health and safety measures is the best way to protect the environment surrounding our event. We will encourage all attendees to be mindful of these basic principles and practice them in their daily routines. In addition, this document contains no best practices; however, the General Principles should be the cornerstone of producing a successful event in this COVID environment.

COVID-19 Vaccination

The CDC believes that the COVID-19 vaccines are safe and effective. They highly recommend everyone 12 years of age and older get vaccinated. All mask wearing and social distancing restrictions have been lifted for individuals 2 weeks after receiving their second dose of a 2-dose series of vaccine or their single-dose vaccine.

For Those Individuals NOT Vaccinated, Please Consider:

Physical Distancing

Transmission of COVID may be mitigated through physical distancing protocols. State and local health guidelines stress, whenever possible, that all persons not vaccinated should leave at least *6 feet* (*approximately 2 m*) of empty space to the person closest to them.

Other Physical Distancing Management Considerations:

- Designate separate entrances and exits for the venue and exhibit halls.

Face Masks and Face Coverings

As COVID is primarily spread through respiratory droplets, according to the CDC and WHO, a face mask may prevent the spread of germs. Proper face covering usage includes:

- Individual(s) should wash their hands before putting on a face covering.
- Same side of the mask should be placed against the face/mouth each time to avoid wearing the “contaminated side” against the nose and mouth.
- Face covering should be removed using the straps, avoiding touching the part that protects the face.
- Reusable face masks should be worn no more than twice, and then washed or replaced with a fresh mask.

Touching the Face

Attendees should avoid touching the eyes, nose and mouth.

Hand Sanitizers

Touchless hand sanitizer stations at key locations will be positioned throughout the event, including, but not limited to, restrooms, food and beverage area(s), meeting rooms, and the exhibit hall. In addition, regular handwashing is encouraged. World and country health organizations recommend alcohol-based hand sanitizers to prevent the spread of infections and decrease the risk of getting sick. AIST is committed to making hand sanitizer stations readily available throughout the event space, particularly at key locations.

Handwashing

Frequent handwashing with soap and water is encouraged and will help combat the spread of any virus. Wash hands for a minimum of 20 seconds at least every 60 minutes, and dry thoroughly. As an alternative to frequent handwashing, a sanitizer containing at least 60% ethanol or 70% isopropanol can be used (according to CDC handwashing/hygiene recommendations).

Cough and Sneeze Etiquette

Follow proper coughing and sneezing protocols as advised by the CDC and WHO. Individuals should use a tissue, or an elbow or shoulder if no tissue is available, followed by thorough handwashing or sanitization.

Symptomatic Individuals

If an individual displays symptom of acute respiratory illness or becomes sick during the event and the show organizer is made aware, the in-house medical personnel should be promptly notified. The individual should be quarantined in a limited access room located within the venue (i.e. a quarantine room) or sent to a local medical facility or directly home for further examination.

Section 4: Event-Specific Procedures

AIST will take steps in conjunction with the MCC and local and state authorities to adhere to all CDC, state and local regulations.

Entrance to Building

- One-way entrance into the building, on 8th Ave. and Rep. John Lewis Way, with markings on the sidewalk leading to front door.
- A pre-stuffed bag will be handed to the attendee containing a lanyard, pen, note pad and hand sanitizer.

Exit From the Building

- All attendees will exit through the Demonbreun St. door or via 8th Ave. exit.

Registration

- All attendees will sign a waiver with registration acknowledging risk for attending the event.
- Registration will be touchless on-site.
 - Attendee will scan a bar code with their confirmation.
 - A badge will be printed out.
 - An AIST employee/temp staff will be the only individual to access the printer.
- There will be no on-site registration and no monies exchanged.
 - Attendees will have to stand off to the side and register through their mobile phone.
- There will be sanitizing of scanners and plexiglass as needed.

Technical Session Rooms and Plenaries

- All rooms will be sanitized once per day or per MCC recommendations.
- All chairs will be set in an “every other” arrangement in theater-style seating.
- Session chair tables will be provided masks, gloves and sanitizer to use as needed.
- Audio-visual equipment will have proper protection.
- First Aid room will be centrally located throughout meeting rooms.

Exhibit Hall

- Hall will be sanitized once a day.
- There will be a one-way entrance and one-way exits.
- All vertical aisles will be 10 feet wide. There are two main wide aisles.
- Plexiglass will be optional to exhibitors.
- Café area added to increase distance.

- Increased event hours.
- Sanitizing stations strategically placed around exhibit hall.
- First Aid station located on the exhibit hall floor.

Banquet/Food Outlets

- Café area will be sanitized as needed (per MCC recommendations).

Section 5: Exhibit Floor Plan