



Essential Considerations for Safely Operating AISTech —The Iron & Steel Technology Conference and Exposition during the COVID-19 Pandemic

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-19 Guidelines

AIST, in collaboration with the Music City Center (MCC), event contractors, decorators and other service providers, has written these *Essential Considerations for Safely Conducting AISTech* to provide information for producing AISTech during the COVID-19 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 their 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-19 is fluid, with new information about the virus becoming known almost daily. As information is released, this document will be updated, and the reader is encouraged to regularly check for updates. It is our hope, as the crisis lessens, that some of the preventive measures in this document will 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.

Proper coordination and collaboration amongst AIST, venues and exhibition service contractors are critical to the proper planning and execution of health and safety measures.

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-19 environment.

It is important for AIST and MCC to develop a joint communication plan for attendees, exhibitors, venues, and all other suppliers and contractors, after a risk assessment has been completed.

Risk assessment for a conference, exhibition and/or event includes, but is not limited to the following:

- Location from which the attendees and exhibitors are traveling.
- The capacity and resources of the local health system.
- The types of interactions planned amongst the attendees and exhibitors.
- Health and age of the attendees and exhibitors.
- Venue size.
- Event duration.

Physical Distancing

Transmission of COVID -19 may be mitigated through physical distancing protocols. AIST and MCC will consider the following to promote physical distancing within the venue, including the exhibition floor: state and local health guidelines stress, whenever possible, that all persons should leave at least *6 feet (approximately 2 meters)* of empty space to the person closest to them.

Other Physical Distancing Management Considerations:

- Use signage and any other visuals which encourage and promote physical distancing.
- Designate separate entrances and exits for the venue and exhibit halls.
- Provide directional signage as physical distancing reminders to maintain 6 feet, and where applicable, to indicate one-way attendee and exhibitor traffic flow.
- Encourage proper distancing between attendees by requiring attendees to sit in every other seat and/or alternate rows of seating.
- Create floor markings designating acceptable incremental physical distancing (6 feet or about 2 meters) on floors (i.e., registration, restrooms, etc.).
- Anticipate areas of high-volume traffic where people are unable to keep moving, thus making physical distancing more difficult (e.g., registration, restrooms, escalator banks, etc.). Institute plans for alleviating congestion.
- Develop protocols for confined spaces like elevators that limit ride capacity. These protocols will need to be coordinated with the venue.
- Implement physical barriers such as plexiglass or masks where necessary.

Face Masks and Face Coverings

When required, face masks or face coverings shall be worn whenever attendees are within 6 feet of one another, as COVID-19 is primarily spread through respiratory droplets, according to the CDC and WHO.

The face mask is intended to prevent the spread of germs. To encourage compliance, post signage throughout the venue that informs all attendees of new processes. Instructions to include on signage:

- 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 which protects the face.
- Reusable face masks should be worn no more than twice, and then washed or replaced with a fresh mask.
- Workers, including all vendors, temporary staff, venue personnel and anyone having access to the venue during an event will be required to wear a minimum of a face covering.
 - Other personal protective equipment (PPE) such as gloves, face shields, etc., may be optional or required based on a risk assessment.
 - AIST will coordinate and discuss face covering requirements with all essential vendors prior to and at show site.

Touching the Face

Attendees should avoid touching the eyes, nose and mouth. Microphones, headphones or other equipment should not be shared, and should be sanitized in between each use.

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 hand-washing should be 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 make hand sanitizer stations readily available throughout the event space, particularly at key locations.

Hand-Washing

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

Temperature Screening

At each point of entry, temperature screenings may be conducted using “no-touch” thermometers. Individuals displaying a temperature, defined by local, state or federal recommendations, should be removed and taken to a private area for a secondary temperature screening.

Symptomatic Individuals

If an individual displays symptoms of acute respiratory illness upon arrival to the venue, or becomes sick during the day and the show organizer is aware, the in-house medical personnel should be notified and the individual should be quarantined and then sent home, to a local medical facility or to a quarantine room located within the venue for further examination.

Section 4: Event-Specific Procedures

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

Entrance to Building

- One-way entrances into the building, on 5th Ave., and 8th Ave., with markings on the sidewalk leading to front door.
- Temperatures will be taken by trained staff (i.e., hired medical staff).
- Isolation room will be provided if temperature is high.
 - Individual with high temperature will be asked to “quarantine” for the required time prior to a retest.
 - A 2nd high temperature test will result in asking the attendee to seek medical attention.
- Considering an infrared machine to scan all attendees.

Exit to the Building

- All attendees will exit through the Demonbreun St. door.

Registration

- All attendees will sign a waiver with registration acknowledging risk for attending the event
- All registration station will have plexiglass between worker and attendee.
- Registration will be touchless on-site.
 - Attendee will scan a bar code with their confirmation.
 - A badge will be printed out.
 - An AIST employee with gloves will be the only individual to access the printer.
 - A pre-stuffed bag will be handed to the attendee containing a lanyard, badge holder, exhibitor guide, magazine, pen, hand sanitizer and mask.
 - These bags will be coordinated at AIST HQ at least one week prior to the event.
- 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 continuous sanitizing of scanners and plexiglass.
- All floor markings will be of 6' (2m) distance and stanchions will be installed to provide the direction of the lines, one way in and a separate way out.
- All counters will be spaced 6' (2m) apart.
- All staff will be masked and gloved.

Technical Session Rooms and Plenaries

- All rooms will be sanitized 2 times per day or per convention center recommendations.
- All chairs will be set 6' (2m) apart in theater-style seating.
- Session chair will be provided mask, gloves and sanitizer. This is to be used for the presenter as well.
- Audio-visual equipment will have proper protection.
- Active rooms will be separated by idle rooms where possible to further limit congestion.
- First Aid room will be centrally located throughout meeting rooms.
- Approx. 8–12 meeting rooms concurrently used.

Exhibit Hall

- Hall will be sanitized 2 times per day or per convention center recommendations.
- There will be a one-way entrance and one-way exits.
- All aisles will be 10' (3.3m) wide, all one-way direction.
- Arrows will be on floor marking direction for movement.
- Plexiglass will be optional to sideline booths.
- Café area added to increase distance.
- Sanitizing stations strategically placed around exhibit hall.
- Exhibitors educated on all distance standards and cleaning standards.
- Exhibitor personnel will initially be limited to four per 100 Sq. Feet.
- First Aid station located on the exhibit hall floor.

Banquet/Food Outlets

- Food service workers to wear masks and gloves.
- No self-service coffee and/or water service.
- No buffets; will consider boxed items and single-serve items.
- If queues are present, 6' (2m) markings will be in place.
- Any sales will be cashless.
- Café area will be continually sanitized (per convention center recommendations).
- All utensils packets prewrapped, Condiments will be single-use.
- Menus will be disposable.

Section 5: Exhibit Floor Plan

AIST staff is working to reaffirm exhibitor company commitment and will publish a revised socially distanced floor plan in early March 2021.