



**INSPIRED LEADERS
SHAPING CITIES**

INTERNATIONAL DOWNTOWN ASSOCIATION
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IDA Annual Conference & Marketplace Guidelines and Protocols

PLEASE NOTE: Safety guidelines below are subject to change at any time based on federal, state and local regulations. We ask that in-person attendees follow all safety instructions provided by IDA in conjunction with the CDC at all times, and that registrants do not attend any in-person events if feeling unwell or showing any symptoms of illness.

IDA places the highest priority on the health and safety of our members, partners and colleagues. We require that attendees adhere to all guidance in order to make our 2021 event safe, secure and enjoyable for all. As the economy continues to reopen, IDA recognizes that recommendations for large indoor events continue to evolve. With the rise of the delta variant, we are proactively addressing concerns regarding COVID-19 protocols for the event. At this point in time, the Centers for Disease Control and Prevention (CDC) still recommends facial coverings and physical distancing for larger indoor events. We will continue to monitor information from the CDC and will maintain consistent communications regarding the conference on [IDA's event webpage](#).

PREVENTATIVE MEASURES

In the interest of your safety and the safety of others, IDA strongly encourages COVID vaccinations for its attendees, exhibitors, sponsors, volunteers, and staff who will be at the IDA Annual Conference & Marketplace. IDA will be asking all attendees, exhibitors, sponsors and volunteers to provide documentation proof of their COVID – 19 “full vaccination.”

Those who are unable to provide proof of full vaccination against COVID-19 will be asked to provide proof of a negative COVID-19 test taken within seventy-two (72) hours upon entry of the conference.

An individual is considered fully vaccinated*:

- Two (2) weeks after their second dose in a 2-dose series, such as the Pfizer and Moderna vaccines, OR
- Two (2) weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine.

This guidance applies to COVID-19 vaccines authorized for emergency use by the U.S. Food and Drug Administration (i.e., Pfizer-BioNTech, Moderna, and Johnson and Johnson (J&J)/Janssen COVID-19 vaccines), and COVID-19 vaccines authorized for emergency use by the World Health Organization (i.e., AstraZeneca/Oxford, Covishield, Sinopharm, and Sinovac), on or before July 26, 2021. The full list of vaccines with final WHO EUL/PQ evaluation status is available [here](#).

*Exemptions include medical exemption, religious exemption or ADA conditions preventing full COVID-19 immunization.

HOTEL	Conference hotel has developed a global program introducing new standard of hotel cleanliness and disinfection.
OFF-SITE VENUES	Physical distancing and masks will be required during events taking place outside of the conference hotel. Staff at all venues are required to wear masks during the event, and when handling food and beverage.
PHYSICAL DISTANCING ENFORCED	Physical distancing will be required at all sessions, plenaries and when consuming food and beverage. Chairs will be situated at least six feet apart. We ask that attendees do not move chairs within the session rooms. Sessions will occur at staggered times to prevent traffic/congestion throughout the hotel meeting space. Session rooms will be monitored to ensure not to exceed maximum capacity.
COMFORT COLOR	IDA will be providing a traffic light system, "What is your level of comfort today?" Upon collecting your badge at registration, you will be asked to select a sticker indicating your comfort level of interaction during the conference.
SIGNAGE	Proper signage will be placed throughout the hotel meeting space indicating physical distancing, cleanliness protocols and additional information along with offsite events taking place off hotel property. Signage will also be placed in public areas of the hotel.
ROUTINE CLEANING IN ALL PUBLIC AREAS	Session rooms will be thoroughly cleaned in-between each session. Mobile workshops utilizing bus transportation will also be cleaned in between each workshop, if applicable.
MASKS REQUIRED	Attendees will be required to wear face masks (regardless of vaccination status) at all in-person functions except when eating or drinking based on CDC recommendations as well as best practices from other meetings to maximize protection from the Delta variant and prevent possibly spreading it to others. Masks must be worn over your face and mouth and secured under your chin.
HAND SANITIZING STATIONS	Hand sanitizing stations will be provided at all in-person functions. We recommend that attendees follow CDC guidelines and utilize hand sanitizing stations before and after eating as well as all sessions and breaks along with washing your hands frequently with soap and water for at least 20 seconds and avoid touching your eyes, nose and mouth with unwashed hands. Hand sanitizers will contain at least 60% alcohol and should cover all surfaces of the hands and rubbed together until they feel completely dry. IDA also strongly recommends and suggests to bring your own sanitization items for personal use outside of the conference, when traveling and when consuming food and beverage.
GRAB & GO FOOD OPTIONS	When possible, all food and beverage will be provided in sealed grab-and-go containers to minimize contact with others. Food and beverage must be consumed seated at the hotel. For receptions taking place outside of hotel property, food and beverage will be provided by catering staff and/or pre-plated for grab and go.
DAILY HEALTH SCREENINGS	Voluntary on-site health personnel will be present every day by trained professionals. Attendees may be required to provide confidential health information to appropriate providers. COVID-19 testing site information will be provided upon request. IDA strongly recommends and suggests conducting self-temperature checks separate from the onsite screening upon registration check-in.
ASSUMPTION OF RISK AND LIABILITY WAIVER REQUIRED	Attendees who wish to attend in-person will be required to complete a COVID-19 assumption of risk form during the registration process for the conference and liability waiver onsite during registration check-in.