



Reno Tahoe Safe

Guide to Reno Tahoe Safe

Meetings
Tradeshows
Sports Groups

Updated March 8, 2021

INTRODUCTION

Under Governor Sisolak's emergency directive 037, there will be a transition to the local authority, effective May 1, for meetings, tradeshow, and sports groups. Ultimately, this transition's goal is to continue mitigating the spread of COVID-19 while getting Nevadans back to work while protecting and recovering our economy in the safest way possible.

According to state public health officials, a critical component of a successful reopening plan is that current restrictions must be eased incrementally as we continue to follow the mitigation measures proven to work. The following recommendations have been developed by industry leaders and partners to safely bring meetings and events back to our city in consultation with local and state officials.

SAFETY IS OUR TOP PRIORITY

The health and safety of our community, employees, and guests is our top priority. Our goal is to demonstrate best practice health and safety protocols that account for the ever-changing environment we work and live in today while still allowing us to SAFELY host live meetings, conventions, tradeshow, and sports groups.

Reno Tahoe properties will provide a highly controlled, organized, and safe environment for meetings, conventions, tradeshow, and sports groups. The controlling guidance below is for planning, coordinating, or hosting live meetings, conventions, tradeshow, and sports groups. The guidance includes, but is not limited to, requirements and recommendations related to the following:

- Managing/Implementing physical distancing practices during business interactions.
- Always Wearing face coverings as mandated.
- Conducting health screenings for all event organizers and visitors and asking if there is a history of exposure to confirmed or suspected COVID-19 cases.
- Requiring regular hand washing and/or hand sanitizing.
- Improving ventilation.
- Implementing adequate environmental disinfection.
- Preventing congestion of individuals in small areas and ensuring locations of one-way entry and exit
- Encouraging employees, participants, and individuals to stay at home if symptomatic or have a recent history of contact with a confirmed or suspected case of COVID-19.
- Asking employees or visitors who start to develop symptoms consistent with COVID-19 to leave the venue and/or seek medical care as appropriate.
- Each group organizer must establish contact tracing protocols and plan and submit to the participating venues for each meeting or tradeshow. The State of Nevada recommends the COVID Trace Nevada app for our residents and visitors.



MANAGING OCCUPANCY

May 1, 2021: Gatherings, including meetings, tradeshow, and sports groups, are limited to 65 percent of fire code capacity in any indoor or outdoor area, whether publicly or privately owned.

- Groups over 5,000 attendees are required to submit a plan (Large Gathering Plan) to local health authorities reflective of these guidelines.
- Groups under 5,000 attendees who commit to following these guidelines proceed without additional approvals.

July 1, 2021: Gatherings, including meetings, tradeshow, and sports groups, are limited to 80 percent of fire code capacity in any indoor or outdoor area, whether publicly or privately owned.

- Groups over 10,000 attendees are required to submit a plan (Large Gathering Plan) to local health authorities reflective of these guidelines.
- Groups under 10,000 attendees who commit to following these guidelines proceed without additional approvals.

*A venue's occupancy capacity is dictated by the applicable local jurisdiction's occupancy limit set for such venue.

	February 15	March 15	May 1*	July 1*
Capacity	Capacity limits lifted to 35%	Capacity limits lifted to 50%	Capacity limits lifted to 65%	Capacity limits lifted to 80%
Gatherings	Gatherings of no more than 100 individuals, or 35%, whichever is less, under strict physical distancing requirements. Large Gathering Plans may be submitted, beginning March 1, for events starting March 15.	Limited to no more than 250 individuals or 50% of fire code capacity, whichever is less, under strict social distancing requirements. Groups of up to 1,000 people are permissible, subject to the approval of a Large Gathering Plan.	Groups over 5,000 attendees required to submit a plan (Large Gathering Plan) to local health authorities, reflective of these guidelines. Groups under 5,000 attendees that commit to following these guidelines proceed without additional approvals.	Groups over 10,000 attendees required to submit a plan (Large Gathering Plan) to local health authorities, reflective of these guidelines. Groups under 10,000 attendees that commit to following these guidelines proceed without additional approvals.

**recommended*

PHYSICAL DISTANCING

To manage physical distancing within the pre-function and function spaces, the Group Organizer must provide the venue a physical distancing plan which includes the following elements based on the meeting needs:

Attendee signage and messaging

- Use signage to ensure measures are clearly identified for all Group Attendees throughout the pre-function and function spaces.
- Post reminders of physical distancing guidelines.

Planning requirements and programming attendee flow

- Dedicated entrances and exits to avoid spaces being shared. If dedicated entrances and exits cannot be achieved for each area, a venue must stagger the entrance and exit times for individuals to avoid congregation, congestion, or bottlenecking.
- Multiple points of entry and exit when possible to prevent congestion and maintain physical distancing.
- All individuals should be pre-registered. Limited on-site registration would require physical barrier counters, low/no touch registration, and queue management to maintain physical distancing.
- Aisle widths to allow for physical distancing.
- Use transparent barriers in booth design by all Exhibitors and, where appropriate, other service elements such as conference registration show management office, general contractor service desks, and marketplace dining.
- For large keynote speakers or general sessions, "human ambassadors" will be required to help facilitate safe load-in and load-out.
- Pay attention to distance in conversation areas. Consider barriers when appropriate.

Other requirements

- For meetings, tradeshow, and sports groups that provide transportation for attendees, a transportation plan will need to be provided to the venue by the client/group organizer and must follow physical distancing protocols and cleaning and sanitization procedures.
- Giveaway items, business cards, show bags, and brochures are not recommended.
- However, in lieu of handouts and business cards, shows are encouraged to incorporate “touchless” scanning technology that allows Exhibitors to scan attendee badges to provide more information digitally.
- The use of technology where possible to support these safety efforts and reduce the need for printed material and handouts.
 - Examples include online registration, digital backpacks, and QR codes.

COVID-RELATED REQUIREMENTS

Employee Temperature Checks

Conduct temperature checks and screenings for all property employees and contractors in accordance with the requirements of local and state directives.

Medical Bay

A medical bay for COVID-19 symptoms will be located within the property if one is required by the county and/or state.

Personal Protective Equipment (PPE)

PPE is required for all Group Attendees, Employees, Vendors, Contractors, and Group Organizers, as mandated by federal, state, and local authorities.

CLEANING & SANITIZATION

- Increased frequency of routine cleaning and sanitization in public spaces, regularly and throughout the day and, while in use, adjusted protocols for cleaning of meetings spaces or venues meeting or exceeding guidelines from federal, state, and local authorities. This includes the use of disinfectants that are EPA registered for emerging viral pathogens for use against SARS-CoV-2.
- Use of EPA-approved disinfecting sprayers, UV, and disinfection options for audiovisual equipment.
- Disinfect high-touch surfaces including doors and door handles at exterior and interior entrances, peepholes, air wall pocket doors, air wall panel doors, phone/light preset panels, telephones, lighting preset selectors, and thermostats.
- To ensure physical distancing, restroom capacities should be monitored.
- Front-of-house restrooms should be sanitized as frequently as possible, including wiping down counters, stalls, sinks, faucets, toilets, toilet paper dispensers, and doorhandles.
- Whenever possible, all public restrooms should be equipped with automatic toilet flushers, faucets, and soap dispensers.
- Touchless dispensers for hand sanitizing should be placed throughout public spaces in meeting spaces and other front-of-house areas. Hand sanitizer must contain at least 60% alcohol.
 - In high-concentration areas
 - Stationed at appropriate entrances and key points around the room.
 - Meal rooms stationed at appropriate entrances and exits.
 - Tradeshow floor
 - Registration areas
 - At the entrance and exit to “active” meeting rooms.
- Close attention should be paid to ensuring appropriate HVAC settings to ensure outside fresh airflow, and routine air exchanges are achieved on a regular basis. Whenever possible outside fresh air should be circulated. Air filter replacements and HVAC system cleaning should be increased.

EVENT SET-UP GUIDELINES & SEATING

All floor plans and event set-ups should be structured to maximize physical distancing with the prescribed capacity limits in this document.

BANQUET PROCEDURES

Pursuant to the Food & Beverage Service Establishment guidance, buffets and self-service dining are prohibited. Buffet-style food service may be used if each buffet item is served by employees of the venue. Individually packaged or plated food service is highly encouraged and preferred. The venue is responsible for ensuring that social distancing is occurring at all food and beverage events.

- Health and safety signage posted throughout eating areas.
- Regular cleaning throughout the day of work surfaces, tables, counters, touch screens, and keyboards in areas used for food preparation while in use.
- Signage that communicates masks may only be removed when eating or drinking.
- Frequent handwashing for food and beverage attendants.
- All food and beverage attendants must wear proper PPE.
- All food should be served individually plated or wrapped.
- Beverages (including coffee) should be served by an attendant or by a touchless device.
- Buffet-style banquet service may be provided if served by an attendant, and protective barriers are provided between the servers and attendees.
- Preset rolled silverware and glasses of water may be present on the tables.
- No self-service bulk condiments, napkins, or silverware should be available.
- All food and beverage items served at exhibit hall retail outlets should be individually packaged and served by an attendant.
- Any tradeshow food court seating and queuing should be set in accordance with physical distancing rules and managed by a host for occupancy limits.
- Seats/tables used for retail food functions or food consumption should be cleaned between each use.
- Touchless payment options should be utilized for retail sale when possible.

GENERAL CONTRACTOR AND EXHIBITOR APPOINTED CONTRACTOR (EAC) GUIDELINES

To promote a safe and healthy work environment for Employees, Vendors and Event Attendees, consistent guidelines should be provided to all general contractors and EACs. To perform work or supply any service to or on the premises of the venue all vendors/suppliers should agree to abide by the following guidelines:

Recommend Temperature Monitoring and Require PPE for Show Staff/General Contractors/Vendors/EACs

- Designated area where third-party labor and dedicated meeting/show staff will be subject to daily temperature checks and review of health questions to screen for exposure to SARS-CoV-2.
- Appropriate PPE will be required by all staff and associated labor, including set up and tear down periods.

Third-party Personnel

- General Contractors and EACs must require their personnel to stay home if ill. DO NOT COME TO MEETING/EVENT VENUE IF you have a fever, cough, shortness of breath, or other cold and flu-like symptoms, and immediately contact a health-care provider for further guidance and testing.
- Training of all personnel on all health and safety protocols, including proper hand washing, physical distancing, and enhanced sanitization protocols. This training is required and includes procedures for attendees/guests who become ill while at the venue.
- No spitting and unprotected sneezing. Any act of this will violate safety protocols and should be addressed.
- Smoking on site should be strictly limited to posted areas of the venue, which should be offered within physical distancing guidelines, should adhere to guidelines from federal, state, and local authorities.
- All personnel should be required to follow regular sanitizing protocols. This should be taken into consideration in all production schedules.
- Proper attention should be paid to the loading dock to ensure proper ongoing physical distancing of all labor supplied by General Contractors and EACs.
- General Contractors and EACs, including employees of General Contractors and decorators, must adhere to back-of-house guidelines and/or Code of Conduct set by each property or venue.

- General Contractors and EACs are required to enforce physical distancing in their own service desk area and queues.
- Booth construction procedures should be addressed to maintain proper physical distancing.
- Labor personnel should be paired with the same co-worker for an entire shift or for the entire move-in/move-out to limit exposure and to help facilitate contact tracing.
- Start/stop/breaks/lunches should be staggered to limit physical contact.
- General Contractors and EACs should be encouraged to use the COVID Trace Nevada App for all employees.

TRADESHOW CLEANING AND SANITIZATION GUIDELINES

Sanitization of Equipment

- General Contractors and EACs must provide and maintain adequate sanitization procedures daily in adherence to guidelines from federal, state, and local authorities with the use of disinfectants that are EPA-registered for emerging viral pathogens for use against SARS-CoV-2, for the following equipment: forklifts, pallet jacks, flatbed carts, truck ramps, boom lifts, three-wheel carts, ladders, and other substantial equipment. The sharing of small hand tools and materials should be eliminated.
- The placement of reused carpeting and drape by an EAC or General Contractor must be pre-approved and include proof of satisfactory sanitization processes in use.
- Consistent, ongoing sanitization with the use of disinfectants that are EPA-registered for emerging viral pathogens for use against SARS-CoV-2 should be provided for equipment such as copiers, fax machines, microphones, décor, furnishings like tables, counters, chairs, etc.
- General Contractors and EACs are encouraged to use contactless or paperless methods of invoice delivery whenever possible. In addition, exhibitor services orders can be submitted online.

Tradeshow Floor & Booth Sanitization

- Group Organizers will need to provide for sanitization of all show floor elements daily through an approved contractor.
- All cleaning protocols for meeting spaces or venues need to meet or exceed guidelines from federal, state, and local authorities. This includes the use of disinfectants that are EPA-registered for emerging viral pathogens for use against SARS-CoV-2.
- Host facility retains the right to audit service of cleaning products and protocols used at individual booths and approved contractors to ensure proper equipment and materials are being used.
- All booth furnishings should be sanitized and disinfected after set-up.
- Hand sanitizer and/or sanitizing wipes must be provided in all booths by the Exhibitor. Hand sanitizer must contain at least 60% alcohol. Touchless dispensers are strongly encouraged.

TRADESHOW FLOOR PLAN AND BOOTH GUIDELINES

Clients still need to have engaging environments to create brand awareness and broadcast their messaging. Floor plans and exhibit booths will draw in attendees while incorporating the most current health and safety standards.

As requirements are continuously evolving, working in collaboration with the Group Organizer, host venue, and general contractors, floor plans should be reviewed on an event-by-event basis. This will ensure compliance with physical distancing recommendations from federal, state, and local authorities, as appropriate. This is an extension to our normal compliance review of event plans to ensure they meet regulations and codes of the local county fire department.

Group Organizers are responsible for ensuring that exhibit hall, show floor, booths, and meeting rooms follow venue operating standards. Tradeshow venue reserves the right to review for compliance with the venue operating standards.

Show Floor Layouts

- Health and safety signage posted throughout.
- Dedicated spaces need to be considered for networking lounges and meeting pods.
- Hand sanitizer stations and signage throughout.

Exhibit Booth Properties

- Eliminate soft furnishing and casual seating areas to prevent prolonged time in the booth.
- Safely distance seating for product demonstrations.
- Elements and properties placed to maintain physical distancing while ensuring attendee flow around the exhibit are not impeded.

Exhibit Booth Visitation

- Recommend set meeting or tour appointments in advance.
- Signage to remind attendees of physical distancing throughout the booth.
- Floor inlays and markers around products or demos designating area required for physical distancing.
- Use dividers or elements to guide the flow and encourage physical distancing.

RESOURCES

CDC Guidelines for Gatherings and Community Events

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

CDC Guidelines for Travel

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

Nevada Health Response

<https://nvhealthresponse.nv.gov/>

COVID Trace Nevada App

<https://nvhealthresponse.nv.gov/covidtrace/>

Regional Information Center – Washoe County

<https://covid19washoe.com/>

Washoe County Health District

<https://www.washoecounty.us/health/>

Nevada Senate Bill No. 4

<https://www.leg.state.nv.us/App/NELIS/REL/32nd2020Special/Bill/7156/Text>

Go Live Together Safety Tips

<https://www.golivetogether.com/safety>

RSCVA Health & Safety

<https://www.visitrenotahoe.com/health-safety/>

Reno-Tahoe International Airport Coronavirus Travel Info

<https://www.renoairport.com/airport-authority/coronavirus>

MPI Coronavirus Resources

<https://www.mpi.org/tools/coronavirus>

PCMA COVID-19 Resources and Insights

<https://www.pcma.org/coronavirus-business-events-professionals-need-to-know-faq/>

Brand USA Coronavirus Updates

<https://www.thebrandusa.com/coronavirus-updates>

ADDITIONAL PDF LINKS

[NEVADA GUIDANCE FOR SAFE GATHERINGS](#) (February 15, 2021 - PDF)

[NEVADA ROADMAP TO RECOVERY](#) (February 2021 - PDF]



Special thanks to our Northern Nevada Industry Partners:

Reno Tahoe's four GBAC accredited facilities:



Managed by:



Hotel Partners:



Caesars Entertainment

