



**2021 HCE Annual Meeting COVID-19 Event Guidelines**  
**Updated May 27, 2021**  
**Spring Creeks Ranch**  
**Carbondale, CO**  
**June 10, 2021**

We are committed to hosting a safe environment for our members to attend our Annual Meeting. HCE will be following the below procedures to ensure a COVID-safe event:

\_\_ Signs have been placed at each public entrance of Spring Creeks Ranch to inform all attendees that they should:

- avoid entering the facility or location if they have a cough or fever
- sneeze and cough into a cloth or tissue or, if not available, into one's elbow
- not shake hands or engage in any unnecessary physical contact

\_\_ Individual discussions have taken place with volunteers about the fact that older adults and those with chronic medical conditions may be at higher risk for serious illness. Options have been explained to high-risk volunteers, including ways to minimize face-to-face interactions, and maintaining six feet of distance from other people.

\_\_ All volunteers have been told not to attend if sick (including any of the following: headache, sore throat, fever, dry cough, recent inability to taste and smell, shortness of breath, earaches, body aches, diarrhea, fatigue, vomiting, and abdominal pain).

\_\_ Copies of this protocol have been distributed to all volunteers.

\_\_ All volunteers have been encouraged to maintain at least six feet of distance from attendees and each other (employees may momentarily come closer when needed to accept payment, deliver goods or services, or when otherwise unavoidable)

\_\_ All tables and other areas where attendees would congregate are separated by at least six feet.

\_\_ Limiting the capacity to allow for all attendees to easily maintain at least six-foot distance from one another at all practicable times

\_\_ Capacity limit: 200 (traditional inside capacity of 275) or updated as necessary.



\_\_\_ An HCE volunteer is monitoring the entrance to ensure that the maximum number of attendees in the facility set forth above is not exceeded and that all attendees have registered.

\_\_\_ Hand sanitizer, soap and water, or effective disinfectant is available to attendees.

\_\_\_ Disinfecting wipes or spray that is effective against COVID-19 are available near tables and all high-contact surfaces.

\_\_\_ Volunteers have been assigned to disinfect all high-contact surfaces frequently.

\_\_\_ Attendees will not be self-serving any items that are food-related (including bulk food, plates, cups, lids, buffets, sample plates, bakery items, etc.)