



DUTY OF CARE/SAFETY GUIDELINES AS OF MAY 26, 2022

The Directors' Forum Co-operative (DFC) is committed to providing a clean and safe experience for all our delegates when attending our fall conference. We prioritize the safety and social well-being of all attendees, guests, sponsors, speakers, and staff. We continue to monitor guidance from public health for regulations and guidelines.

DF Board and staff will continue to monitor the situation leading up to and at the event and communicate any possible situation with the attendees. As part of our on-site planning, the DF staff will meet with the hotel's emergency operation and planning teams to ensure all staff are prepared for any situation that may arise. We have also implemented the following safety measures for our conference:

In-person attendance vaccination policy: Proof of vaccinations is not required at this time, however, we encourage all in-person delegates to be *fully vaccinated*, as well as having received the booster. Depending on public health guidelines and/or government directives, the DFC may reinstate the proof of vaccination requirement with limited notice.

Masks: THE DFC is strongly recommending that all delegates mask when possible and while indoors. We will provide masks for those that do not have one. If you are unable to wear a mask, we recommend you participate in our conference virtually.

Physical space: The meeting room will be set with ample physical space and all networking opportunities will also allow for physical distancing as required.

Sanitation stations: We will have hand sanitizer stations throughout the meeting spaces for attendees.

No contact greetings: We recommend waves and elbow bumps.

Event scheduled food and beverage: The DFC will work with the venue to create a safe eating experience for all.

We do not yet know what the state of safety measures will be when our conference takes place. As the situation changes, we will continue to review and modify these precautions, up to adding new limitations, and/or eliminating of some of the safety measures.