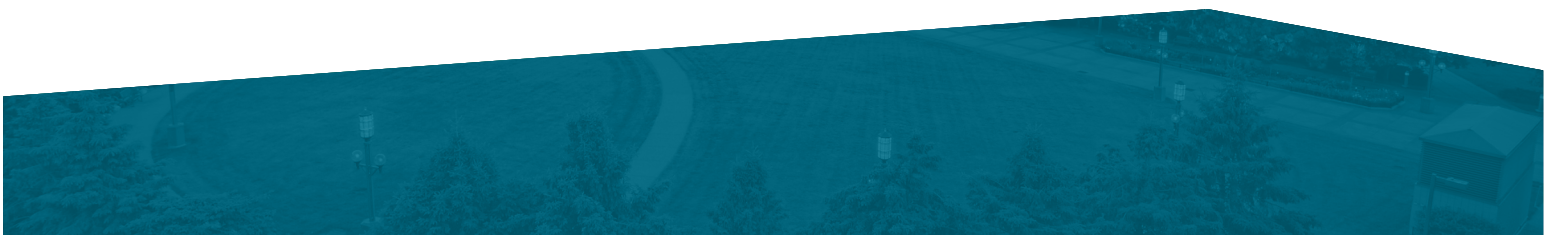




Minneapolis
Convention Center

**Event Planner's
Health + Safety Plan
Template**



Welcome

The Minneapolis Convention Center (MCC) is prepared to work cohesively with each Event Planner to ensure a safe and healthy event. The MCC has developed a comprehensive Health & Safety Plan that will align with each Event Planner's Health & Safety Plan.

Event Planners must submit their Health & Safety Plan to the MCC 14-days prior to their event. This template is a tool to help answer all required and recommended fields. If you already have a template, you may use this tool to cross-reference before submitting.

MCC's Health & Safety Plan

The MCC is committed to partnering with Event Planners to promote a safe and healthy event. To view the MCC's Health & Safety Plan click [here](#).

Next Steps

1. **Review** the [MCC Health & Safety Plan](#) for tips and requirements on how to develop your plan and to view the action steps the MCC is taking.
 - For additional city resources, click [here](#)
 - For CDC resources, click [here](#)
2. **Fill out** this template to outline your event's Health & Safety Plan or to use as a reference to completing/reviewing your own.
3. **Submit** your Health & Safety Plan to the MCC 14-days prior to your move-in date. Please send your plan to MCCGuestServicesSupv@minneapolismn.gov.

Event Information

Please fill out the following information for your event:

Event Name:

Company:

Date of Move-In:

Date of Move-Out:

Date of Event Start:

Date of Event End:

Type of Event:

Private

Public

Sports

CONTACT ONE

First/Last Name:

Company:

Title:

Email:

Phone:

CONTACT TWO *(optional)*

First/Last Name:

Company:

Title:

Email:

Phone:

Points of Contact

Please provide an Emergency Calling Tree and/or List or fill out the information below:

CONTACT ONE

First/Last Name:

Company:

Title:

Email:

Phone:

CONTACT TWO

First/Last Name:

Company:

Title:

Email:

Phone:

CONTACT THREE

First/Last Name:

Company:

Title:

Email:

Phone:

Will you have a COVID-19 Liaison on site during your event? If so, please provide their contact information:

ON-SITE LIAISON

First/Last Name:

Company:

Title:

Email:

Phone:

Notification Protocol/Contact Tracing

NOTIFICATION PROTOCOL

How are you handling Notification Protocol/Emergencies during the event?

CONTACT TRACING

How is your event prepared to handle contact tracing?

- If/When Event Planners are made aware of a confirmed case, you will need to notify the MCC.
- If/When it is confirmed that the exposure may have occurred at the MCC, the City & State Health Departments will contact us.

Communication with Exhibitors, Employees, & Attendees

- What are you doing to prepare your exhibitors, employees, and attendees with health and safety information before the event?
- How have you prepared your employees to execute your event safely?

Tickets/Registration *(If Applicable)*

Please indicate which selection fits your event and fill out the information below. If your event has both pre-sold and on-site tickets/registration please select both boxes and fill out the information under both sections:

Pre-Sold Tickets/Registration

- How is your event prepared to execute tickets/registration on site for pre-sold tickets/registration? Please include how you are setting up your ticket/registration area *(i.e. floor clings for social distancing, plexiglass, hand sanitizer, online tickets only, etc.)*

On-Site Tickets/Registration

- How is your event prepared to execute tickets/registration on site for on-site tickets/registration? Please include how you are setting up your ticket/registration area *(i.e. floor clings for social distancing, plexiglass, hand sanitizer, etc.)*

Health & Safety Practices

Please select all that apply to your Health & Safety plan. If the item applies to you, please add a detailed description below (i.e. providing specific wording of your signage, waivers, etc.):

Enhanced Cleaning

Face Masks *(the MCC requests all guests wear face masks, regardless of vaccination status)*

Hand Sanitizing *(note: all hand sanitizer must contain at least 70% alcohol)*

Limiting Capacities

Monitoring *(watching for COVID-19 symptoms and complying with MCC protocols)*

Posting Health & Safety plan on event's website

Signage *(i.e. digital displays, floor clings, etc.)*. View the MCC's pre-made [Health & Safety Signage Kit](#)

Health & Safety Practices *(Continued)*

Please select all that apply to your Health & Safety plan. If the item applies to you, please add a detailed description below (i.e. providing specific wording of your signage, waivers, etc.):

Social Distancing *(i.e. traffic flow, foot traffic, density, etc.)*

Timed Tickets

Waiver Forms

Other *(Please describe additional initiatives below)*

Cleaning/Sanitizing *(If Applicable)*

What specific cleaning and sanitation measures/protocols is your event taking?

TICKET/REGISTRATION AREA(S):

EXHIBITOR BOOTH SPACE(S):

ADDITIONAL PLANS:

For further questions, concerns, or clarification regarding cleaning/sanitizing your event space please contact our Manager of Events Kurt Hicok at Kurt.Hicok@minneapolismn.gov



Additional Details

Are there any additional actions your event is taking?