

2022 AVECO Conference COVID-19 Action Plan

Event Details	
Event Name	2022 Association of Veterans Education Certifying Officials (AVECO) Conference
Event Dates	July 10-14, 2022
Event Location	Doubletree by Hilton Crystal City 300 Army Navy Drive Arlington, VA 22202 (703) 416-4100 Hilton COVID-19 Policy
Party Responsible for Organizational Oversight	Andrea Wheeler AVECO President/ AVECO Accessibility Services Co-Chair andrea.wheeler@devry.edu Claire Turner AVECO Accessibility Services Co-Chair c.turner@snhu.edu
Anticipated Number of Attendees	200-400 people each day
Event Type	This is a static event in which attendees will primarily enter, watch, participate in call and response with presenters and depart from the meeting space.
Event Staff	
Daily Checklist for AVECO Event Staff	<ul style="list-style-type: none"> ○ Symptom checking verbally ○ It is encouraged but not required that face coverings are worn in settings where other social distancing measures are difficult to maintain. ○ Additional face coverings will be available for both staff and attendees if needed who wish to use them. ○ Provide accommodation to high-risk event staff by minimizing face-to-face contact, and ensure they are assigned

	<p>tasks that allow them to maintain a 6-foot distance from others.</p> <ul style="list-style-type: none"> ○ Comply with distancing and hygiene guidelines as posted on site.
<p>Onsite Staff Office</p>	<p>The onsite AVECO office will be located in Van Buren, South Tower, and will have the following items on hand should they be needed:</p> <ul style="list-style-type: none"> ● Masks ● Soap ● Bottled Water ● Hand sanitizer ● Paper towels ● Tissues ● Disinfecting wipes and spray ● Gloves
<p>Registration</p>	
<p>Registering for Event</p>	<p>Registrations will be completed through online modality only using AVECO's online registration form located on the website at www.aveco.org.</p>
<p>Payment</p>	<p>Payment for conference registration is completed once the registration form has been completed by either:</p> <ul style="list-style-type: none"> ● An online payment via Stripe, or ● Mailed check payment sent to the AVECO Secretary – Danielle Downs – at the address provided on your registration form. <p><u>Registration payments will not be taken onsite.</u></p>
<p>Onsite Event Check-in</p>	<p>Attendees are asked to download – available on both iOS and Android - or print their Whova event QR code in order to complete contactless check-in, and track your attendance throughout the event.</p> <p>Your Whova access is granted once registration has been completed.</p>

Registration Kits	<p>Event kits will be mailed to virtual attendees using the address he/her provided on their registration form.</p> <p>Kits will be provided on site for all other attendees</p>
Attendance Tracking	
Conferencing App - Whova	<p>Attendees will need to show their virtual badge found in Whova so they can be scanned each morning before entering the meeting room.</p> <p>This information will be used to track each person's attendance throughout the week to aid in contact tracing if needed.</p>
Seating	
Meeting Room Set-up	<p>The event spaces will be set in either classroom, ballroom or theater style, and attendees at times may not be able to socially distance. If desired, attendees are encouraged to wear a face covering.</p>
Cleaning	<p>The hotel staff will clean the meeting spaces each night to include the removal and replacement of all linen.</p> <p>No items can be left in the event space overnight to accommodate the hotel's sanitization efforts.</p> <p>High traffic areas will be clean periodically throughout the day.</p>
Meals	
Meal Service	<p>The meal options selected by AVECO will be served by the hotel as buffet style or plated service.</p> <p>Snacks will be provided in the Conference Center's Crystal Ballroom Foyer.</p>
Illness Mitigation	
Symptoms	<p>People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-5 days after exposure to the</p>

	<p>virus. People with these symptoms may have COVID-19:</p> <ul style="list-style-type: none"> ● Fever (100.4 or higher) or chills ● Cough ● Shortness of breath or difficulty breathing ● Fatigue ● Muscle or body aches ● Headache ● New loss of taste or smell ● Sore throat ● Congestion or runny nose ● Nausea or vomiting ● Diarrhea
Symptom Checker Tool	Attendees and event staff will be asked to use the CDC created Symptom Checker Tool via the Whova app each morning before attending an event.
Local COVID-19 Testing	To find local COVID-19 testing centers near the conference site please visit the city of Arlington’s official site .
Experiencing Symptoms or COVID-19 Positive	<p>Attendees and event staff who are experiencing symptoms of COVID-19 should remain in their hotel rooms if staying onsite, or not attend the in-person conference if local to the conference.</p> <p>A notification should also be sent to the <i>AVECO Accessibility Services</i> attention at aveco.org@gmail.com using subject – <i>COVID-19 Positive</i> – if an attendee or staff becomes ill with COVID-19.</p>
Communication	
Positive Cases During Conference	Emails will be sent to in-person attendees if notified of a positive COVID-19 case during conference. An announcement will be sent via Whova and email to the email address on file.
Positive Cases After Conference	Attendees and staff should monitor themselves for COVID-19 symptoms for 14 days immediately following the conclusion of the conference.

	<p>Those who experience symptoms of COVID-19 or test positive should contact AVECO by sending an email to <i>AVECO Accessibility Services</i> attention at aveco.org@gmail.com using subject – <i>COVID-19 Positive</i>.</p> <p>AVECO will notify all those in attendance of the possible contact so they may take the necessary precautions.</p> <p>No personal information to include the name of the infected person will be shared with attendees.</p>
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