“Throughout the challenges presented by the COVID-19 pandemic, the Chamber has been working to keep businesses informed about the resources that are available to help them through this public health emergency with a view towards protecting our local economy.

Hawaii businesses are eager to get back to work. Business operations can and should return to a sustainable level without jeopardizing employees’ or customer safety.

Based on best practices shared by members of the Council of State Chambers, the following suggested event guidelines can be replicated as general best practices.”

**Event Planning in a COVID-19 Environment**

### Prepare the Building
- Set up hand sanitizer dispensers station at all entrances and exits.
- Clean heavily touched, high-traffic areas frequently.
- Station staff with masks and gloves to open doors.
- Require masks and gloves (optional) for all staff and vendors.

### Social Distancing
- Set up dedicated first aid area away from event attendees in case someone falls ill.
- Consider temperature checks for events with > 50 attendees.
- Take out every other row of seating or creating a checkerboard pattern (or every other chair at round table).
- Use a zero-contact ticket collection method (digital tickets or wristbands), and completely cash-less events.
- Have volunteers/staffs monitor restrooms and the number of people in at one time.
- Consider hiring a restroom attendant to disinfect after each person.
- Have signage made for restrooms with handwashing reminders.

### Vendor Engagement
- Arrange for one-way aisles.
- Space vendors apart, accordingly.
- Have health/safety requirements for sponsors and vendors included in their agreements (plus signed waivers).
- Use signage/floor graphics to indicate social distancing requirements.
  - Example: Taping out 6 ft “X” mark on floor at entrance to prevent congregation.
- Make intercom announcements and signage regarding social distancing and hand washing.
- Space out attendee arrivals into groups to ensure everyone does not arrive at the same time. Base the arrival times on seating in the venue front to back.
- Consider purchasing Super-HEPA or UV Light Air purifiers and placing in meeting rooms for long events.

### Communication
- Look into broadband capacity for virtual participation.
- Ban the handshake and replace it with a different greeting - this can be creative and tied to the event theme. Communicate to the attendees about the new greeting and make these new rules fun.

### Handling Food Safety
- Remove bulk condiments and replace with single serve.
- Hand out bottles of water instead of having water stations.
- Switch planned buffets to server-facilitated food or box lunches not to be touched by attendees.
- Use acrylic safety shields for food service and check in booths.
- Move meals, breaks or breakout discussions outside or ensure doors/windows are open for adequate ventilation.

Questions? Contact the Chamber of Commerce Hawaii at 808-545-4300 or info@cochawaii.org.

Visit covid19.cochawaii.org for more information.