



PACIFIC ASSOCIATION OF COLLEGIATE
REGISTRARS & ADMISSIONS OFFICERS

Health & Safety for PACRAO's Annual Conference

CONFERENCE GUIDELINES

What to expect at registration:

- Each attendee will receive their materials along with comfort buttons
- Comfort Buttons
- PACRAO will provide comfort buttons that can be worn or placed on your name badge to be used by attendees to indicate their comfort level
 - Red - no contact & wave hello
 - Yellow - fist bumps & elbows
 - Green - high fives & handshakes
 - Each attendee will receive a set of all three items to use based on how they're feeling each day
- Registration volunteers will ask at check in for proof of vaccination or a recent negative COVID test or home test. A screenshot of the result and date that is three days or sooner will need to be provided
 - If someone forgot to bring their vaccination card or copy of a negative test result, we'll have a few at home kits available on site
 - If someone tests positive for COVID, we'll refund up to the cost of the virtual conference option so members can still participate

What to expect in your sessions, general meeting space, and exhibit hall:

- Face coverings are required in the main building and in all PACRAO sessions. This requirement applies even if you are fully vaccinated
- Presenters who are six feet from attendees, if comfortable, can remove their masks and place them back on once done presenting
- Masks are not required when food and beverage are being consumed in designated areas
- Masks are not required when participating in an outdoor session, activity, or networking opportunity

HOTEL GUIDELINES

Public Areas

- All Pima County mandates, Arizona State Executive Orders and CDC guidelines are followed at the resort
- Hand sanitizer stations are located throughout the main building public areas and pool

- Hand washing instructions are posted in all public restrooms
- Foot pulls on all meeting room and public restrooms
- Elevator signage reminds guests of four (4) occupant maximum
- Use of electrostatic sprayers in all public areas and meetings spaces
- Additional frequency of public area cleaning doors, furniture and high touch point areas

Guest Rooms

- Daily Refresh Service - Includes trash removal, making of beds, and replenishment of essential amenities (towels, soap, shampoo, conditioner, lotion, coffee supplies, water)
- Full Housekeeping Service - available every fourth day of stay or upon request
- Remote controls for televisions are wrapped in plastic and changed upon check-out
- All bedding and towels are removed and replaced upon departure
- All collateral material is removed from guest rooms (magazines, directories, menus, etc.)
- Room attendants wear facial coverings and gloves when cleaning rooms
- Sanitizer wipes included in guest room
- Housekeeping associates received training in “Commitment to Clean” through Marriott International - Includes standards and practices in all aspects of cleanliness and sanitizing for guest rooms

Food and Beverage (F&B)

- Guests are not required to wear facial coverings when seated for a meal but must do so when walking through the outlet
- QR codes available to view all menus on cell phones
- All tables cleaned and sanitized after dining service
- Hand sanitizer stations in the outlet
- Servers wear face coverings and gloves
- In-Room Dining “Knock & Drop” service - Food is brought to room and placed outside door for guest to retrieve items - servers will not enter the guest room

Pool Area

- Pool rules posted at all entrances
- Hand sanitizer stations available in pool area
- All servers bartenders and attendants wear facial coverings and gloves
- Guests are not required to wear facial coverings at the pool but recommended when not engaging in swimming activities or consuming food or beverage

Banquets / Meeting Space

- All servers, bartenders and attendants wear facial coverings and gloves
- Buffets will be served by banquet staff (upon request of meeting planner)
- Hand sanitizer stations located outside meeting rooms
- Touchless foot pulls on all meeting room doors