

Approach to Safely Hosting Meetings & Conventions

Our Commitment to Safety

To safely host your events, we're following the principles and policies as set out in Nova Scotia's Health Protection Act Order by the Chief Medical Officer of Health. We've implemented new, enhanced measures and protocols to adapt our facility and event operations and will work in partnership with you, the event organizer, to create a great event.

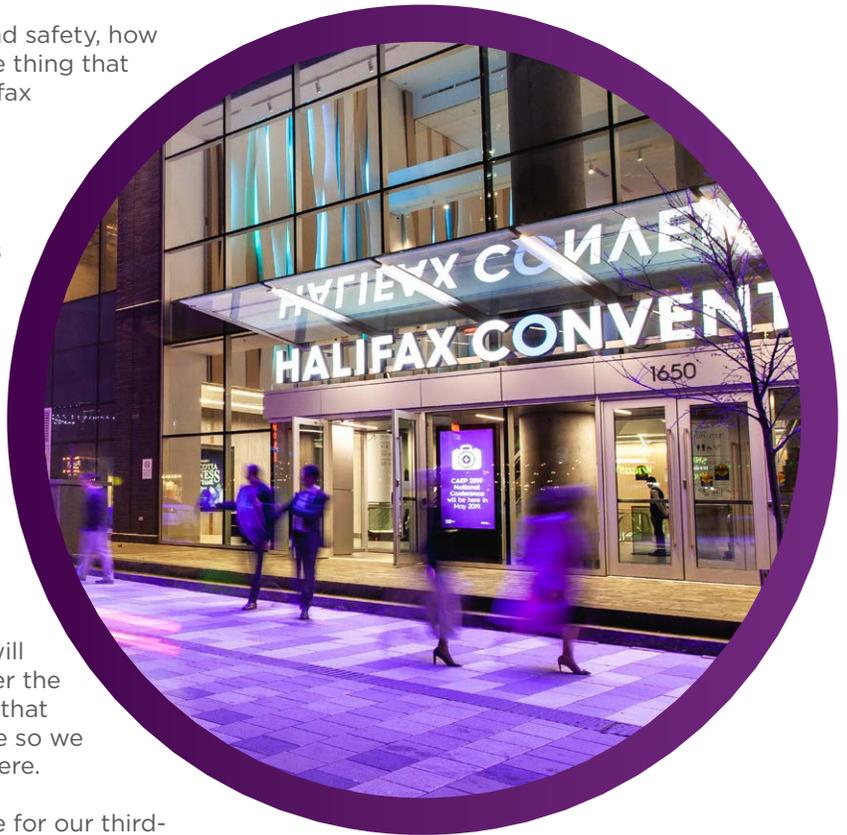
With our unwavering commitment to health and safety, how we host events may feel a bit different, but one thing that won't change is the memorable, authentic Halifax experience you'll have at every step of the way.

GUEST SAFETY

We can't wait to welcome you and your guests to our Centre. We know feeling safe is critical to your guests' experience and we want to make sure we do everything we can to put your mind at ease. Here are our new, enhanced protocols focused on guest safety:

- **Employee Self-Assessments and Contact Tracing** - all of our employees now complete a health self-assessment prior to coming to work. Those who feel unwell or have limitations due to travel restrictions will be asked to stay home. All of our staff enter the facility through a dedicated staff entrance that requires an individual electronic card swipe so we know who is on site and when they were here.

A controlled sign-in process is also in place for our third-party suppliers, which is managed through our standard building security procedures.



- **Masks** - Nova Scotia has implemented mandatory non-medical masks in indoor public spaces. All of our staff and guests in our facility are required to wear a mask.
- **Handwashing** - Signage is located throughout our facility, including shared spaces and washrooms, to reinforce the importance of frequent handwashing and respiratory etiquette. We have contactless hand sanitizing dispensers available throughout our Centre and protocols in place to ensure our staff are practicing enhanced hand hygiene at regular intervals throughout their shift.

FLOW OF PEOPLE

The Halifax Convention Centre boasts open spaces with wide hallways designed to help people move easily throughout our facility. The configuration of our facility, large size of our arrival area and independent meeting levels create the ability for us to manage capacity and flow of people to help keep everyone safe.

- **Physical distancing** of six feet between each individual is critical in helping reduce the spread of germs and will be made easy throughout our facility. We have signage in key areas to support distancing among attendees and one-way movement.
- **Designated entrances** will be provided based on the location and size of your event in our facility. With two exterior entrances/exits, we can easily manage people coming and going from our venue.
- **Occupancy limits** will be monitored and enforced at entrance/exit to ensure compliance with facility occupancy and public health restrictions and clearly marked capacity signage by room.
- **Limited use of common spaces** for the purposes of traffic flow and transition space only. Our public space furniture is limited to discourage gathering and social opportunities.



CLEANING

Our team and official cleaning supplier, Bee Clean, have been trained to ensure our cleaning protocols go above and beyond standard practice to help keep our guests safe. We've implemented enhanced and more frequent cleaning, monitoring and disinfecting of frequently touched locations, surfaces, and equipment, including door handles, escalator rails, elevator panels, meeting room furniture, public space furniture, and public washrooms

You'll also see:

- **Contactless hand sanitizing stations** located throughout the Centre in common areas with signage to support hand hygiene and respiratory etiquette.
- **Physical distancing queuing and capacity restrictions** in our washrooms, which are barrier free and incorporate touchless faucets, toilets, paper towel dispensers, and hand dryers.
- **An increased number of garbage units**, which are frequently emptied.
- **Thorough deep cleaning and sanitization** of event spaces prior to the event move-in, before the event opens, and after the event has moved-out of the venue.

FOOD & BEVERAGE

With our in-house catering and culinary team, taking care and caution in our approach to food and beverage preparation and service has always been a priority. Thanks to our new state-of-the-art kitchen and equipment, we have everything we need to create a safe, healthy experience for your guests.

While the options for food and beverage service may be a bit different right now, your event manager will work with you to develop the best approach for your event - all with a goal to create a safe yet impressive culinary experience.

Here's what our team is doing to enhance our food safety measures:

- Continued rigorous adherences to Hazard Analysis and Critical Control Points (HACCP) food safety management standards within all F&B services, including in our kitchen facility, which was specifically designed using the HACCP standard model.
- Increased cleaning and sanitization of catering service and delivery equipment.
- An enhanced approach to food service and delivery, including pre-plated and/or pre-packaged food items, individually delivered by our team to your attendees.
- Contactless payment technology for beverage service.
- Frequently cleaned, individualized workstations for food and beverage preparation, with stations staggered to comply with physical distancing protocols.

YOUR ROLE

As the event organizer, you also have a responsibility to ensure protocols are in place to support the health and safety of your guests, volunteers, staff and suppliers. Our Event Management team will support you along the way, ensuring you have all of the information you need to create a safe, successful event at the Halifax Convention Centre.

Recognizing the importance of limiting the spread of COVID-19, we will require that our clients provide an event plan and declaration that they have considered and adhered to public health guidelines in the design of your event. Your Event Manager will be reaching out to ensure you have the following protocols in place for sharing information with attendees, volunteers, staff and suppliers:

- Self-assessment and pre-screening tools
- Registration process to meet contact tracing requirements



- Communications plan for sharing information before, during and after your event
- On-site self-isolation protocol
- Event-specific signage to reinforce health and safety practices
- Mask protocol
- A monitoring approach to ensure attendee compliance with public health protocols

Learn more about our approach to safe hosting and planning your next event in our space: [Operational Guide to Safe Meetings and Conventions >](#)