Quick Tips for COVID 19 Situation

COMMUNICATE
- Connect with your local governing health authority
  - establish contact and exchange emergency contact info
  - discuss upcoming event(s) with some projections of attendance, demographics of attendees, etc.
  - confirm authority and any potential scenarios that might impact event(s)
- Messages for stakeholders as necessary. Think of everyone who might be concerned and need to know
  - Board
  - Staff
  - Sponsors
  - Exhibitors
  - Vendors
  - Suppliers
  - Volunteers

PLAN & PREPARE
- Update continuity of business operating plan (regular, day-to-day)
- Update emergency plan to include pandemic situation
- Create additional pandemic plans as might be necessary for events (non-fair as well as fair)
- Include communication plans (write holding statements, various statements for specific situations, etc.)
  - Reiterate one designated spokesperson only
  - Identify every communication channel to be used and messaging for each
- Legal review of insurance, contracts, and any agreements
- Keep in mind disruption to supply chain (availability of products needed, delay in getting products needed, alternative sourcing, etc.)

RESPOND
- Activate plan elements
- Reiterate one designated spokesperson only
- Adapt communication as required
- Document steps taken

IAFE RESOURCES
- Dedicated Web Portal: https://www.fairsandexpos.com/Communicable-Diseases
- Personalized Alert Service – subscribe for email alerts: https://www.fairsandexpos.com/Personalized-Alert-System