

PBI's 2020 Annual Conference *Coronavirus Info Sheet & Preparation*

- As you all know, we are in the midst of an expanding global coronavirus (COVID-19) outbreak. We at PBI extend our sympathies and messages of support to all of those who have been affected by the outbreak to date – either directly or indirectly.
- As of now, PBI is planning to hold PBI's 2020 Annual Conference on March 17-19, 2020 at the Gaylord National Resort at DC's National Harbor, just outside of D.C.-proper.
- We are aware that a number of firms/companies have canceled some of their events, and some have restricted travel. We are taking all of these data points into consideration, together with the insights and guidance from medical/health experts, and local and national government officials, as we adjust PBI's plans to ensure the safety of our attendees.
- We recognize the fluid nature of this COVID situation, and we will be assessing PBI's options as we learn more.
- In the meantime, please read what PBI is doing in preparation for the Conference as well as the personal protective precautions recommended by the U.S. Centers for Disease Control and Prevention (CDC).
- We will notify you as soon as any decision changes.

What PBI Is Doing to Protect Attendees

- Extra hand sanitizers and boxes of tissues will be available throughout the Gaylord National Resort meeting rooms.
- Much of the food in the breakfasts and breaks are packaged or offered in individual servings. Napkins and wax paper sheets will be provided at food functions for use in picking up food; reminders about these precautions will be placed on all food stations.
- Extra trash bins will be placed throughout the hotel meeting room space.
- Microphones will be sani-wiped after every session; sponge microphone covers will be removed from microphones.
- As a reminder to attendees, PBI will be posting personal protective precautions and instructions throughout the venue as described below.

Personal Protective Precautions for All PBI Annual Conference Attendees

Attendees should follow standard infection control recommendations and everyday preventive actions to prevent the spread of respiratory infections. Reminders to attendees will include the following information:

- Face masks are in short supply globally and are being reserved for use by health workers and persons who are ill. The CDC does not recommend use of facial masks for people who are well as a means to protect themselves from respiratory diseases. PBI will not supply face masks or gloves but attendees may bring and use their own items if they feel it necessary.
- Avoid close personal contact such as handshakes, hugs, or kisses; elbow or shoulder bumps are preferred, if a greeting is desired.
- Wash hands with soap and warm water regularly (with attention to between fingers and under fingernails), scrubbing for at least 20-30 seconds.
- Use an alcohol-based hand sanitizer if soap and water are not available.
- Avoid touching face, eyes, nose, and mouth.
- Cover coughs or sneezes with a tissue, forearm/elbow, or shirt sleeve, and wash hands ASAP after a cough or sneeze; dispose of used tissue immediately.
- Food and drink for group breakfasts, and morning and afternoon breaks will be protected to the extent possible. Napkins and wax paper sheets will be available to use to pick up items. If you touch an item, take it—do NOT put it back on the table.
- If you have symptoms before the conference starts, please do NOT attend PBI's 2020 Annual Conference.