

SCPCA Conference Guidelines

The South Carolina Police Chiefs Association (SCPCA) Annual Conference is scheduled to take place at the Marriott Grande Dunes in Myrtle Beach, SC between November 15 - 18, 2020. South Carolina, like the rest of the Country, has experienced a high rate of positive COVID-19 test results, especially in Horry County. SCPCA Staff is consulting with representatives from the SC Department of Health and Environmental Control and is monitoring the situation closely, as the safety and health of our conference participants is of utmost importance.

These are extraordinary times in our nation. Arguably, there has never been a time when it has been more important for Chiefs to meet, discuss best practices, receive training, and learn of the latest developments in law enforcement services and technologies. Collectively, we need to complete annual training requirements, review the initial response to COVID-19, plan for the possible resurgence of the virus later this fall/winter, and discuss at length police reform measures that have been implemented and pending legislative proposals on both the federal and state levels. Therefore, the South Carolina Police Chiefs Board of Directors has agreed the Annual Conference will proceed as planned, but has instructed the SCPCA Staff to do everything possible to ensure the conference is planned and conducted in accordance with recommendations made by the South Carolina Restaurant and Lodging Association and referenced by Governor McMaster in his Executive Orders. To that end, the SCPCA will implement and abide by the strategies outlined below during the SCPCA Annual Conference.

SCPCA Annual Conference Safety Guidelines

Conference participants should maximize social distancing, wear a mask, and minimize socializing in close contact. (Masks will be required)

Personal Protective Equipment

The SCPCA will provide masks to those in need, plastic gloves when necessary, hand sanitizer, and other personal protective equipment for conference participants as needed.

Masks will be required in training and in the Exhibit Hall.

The hotel will also provide hand sanitizer stations throughout the property.

Exhibit Hall

The Exhibit Hall is usually one of the greatest features at the SCPCA Annual Conferences. While this year's Exhibit Hall will still be impressive, maximizing social distancing and limiting personal interaction will be imperative. **Conference attendees and exhibitors are REQUIRED to wear masks/shields while in the Exhibit Hall.** We have significantly reduced the number of exhibitors at this year's conference. Therefore, there will be approximately 60 exhibitors present in the Exhibit Hall. We have implemented "pipe and drape" to help force social distancing. Booths will be set up at least 6 feet apart from one another and the primary aisles will be 16 feet wide. Again, we want to allow interaction between Chiefs, Sponsors, and exhibitors, but we will do everything we can to maintain social distancing and limit the length of interactions.

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The SC Restaurant and Lodging Association guidelines recommend a maximum of 10 people per 500 square feet with a maximum of 250 attendees with social distancing in place. The SCPCA plans to abide by those recommendations throughout the Annual Conference. Our largest event will undoubtedly be our Exhibit Hall. Even though the Atlantic Ballrooms combine to account for more than 15,000 square feet of space, we will limit attendance in the Exhibit Hall to no more than 250 people.

Classroom Instruction

All training sessions will take place in large ballrooms that allow for social distancing. The room will be set up in a “Classroom Setting”, which can normally accommodate 250 individuals. We, however, will set the classroom for no more than 125 which will allow space for everyone to socially distance during training.

Microphones and podiums will be sanitized between speakers.

All guests will be asked to bring their own pens and pads as the hotel has suspended this service.

Speakers (trainers and guests) should coordinate with SCPCA Staff to provide for the distribution of training or informational materials. This will be done electronically rather than distributing hard copies.

Meal Functions

The SCPCA Annual Conference traditionally features a few buffet style meal functions. To limit the spread of COVID-19, we are working with hotel staff to serve plates in more of a cafeteria style buffet line in a separate room. Of course, hotel staff will be wearing CDC recommended personal protective equipment. Additionally, we will divide conference attendees into groups and will ask those groups to proceed through the line at the given time to avoid waiting and congregating in long lines. We will observe this process for all provided meals.

The Annual Conference will also feature the traditional banquet. For this event, we will be utilizing more space than we have in the past. We will limit seating at the 72-inch round tables to 6 people (normally set for 10). Additionally, no food or beverage will be preset.

Hotel Strategies to Limit the Spread

The Marriott Grande Dunes has also taken significant steps to limit the spread of COVID-19. Marriott has long had a reputation for high standards of hotel cleanliness with well-established cleaning processes and training in place. The hotels’ health and safety measures are designed to address a broad spectrum of viruses, including COVID-19, and include everything from handwashing hygiene and cleaning product specifications to guest room and common area cleaning procedures. You can read more about Marriott’s “Commitment to Clean” by following this link: <https://clean.marriott.com/>. Specifically, the Marriott Grande Dunes has implemented the following strategies to combat COVID-19:

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Lobby and Common Areas:

1. Entrance doors open/close automatically
2. Arranged furniture in lobby to incorporate social distancing guidelines.
3. Touchless Hand Sanitizer, self-serve sanitizer stations and disinfectant wipe stations located throughout Hotel.
4. Public-area cleaning frequency increased.
5. Signage in lobbies and public areas to remind guests of social distancing protocols.
6. Frequent disinfection of all high-touch areas such as door handles, elevator buttons, handrails, telephones and remote controls.
7. Surfaces in public areas and guest rooms required to be cleaned thoroughly with hospital-grade disinfectants.
8. One person or one family/household per elevator car. (post appropriate signage to promote this policy on each floor)
9. Signage to be posted in public areas and service areas indicating the proper way to wear, handle and dispose of masks.
10. The water slide has been closed for the foreseeable future to limit contact.

Front Desk:

1. Plexiglass shield or similar protective barrier between front desk agent and customer.
2. Key cards to be sanitized or discarded after each use.
3. Digital key technology for check in, accessing their rooms or making special requests.
4. Contactless payment processes are encouraged.
5. Self-parking options should be emphasized, where possible.
 - a. If valet service is provided, disinfecting of contact points within the vehicle is required. In addition, van and shuttle service shall be limited, and disinfecting of contact points will be required.

Housekeeping:

1. Daily housekeeping services have been suspended.
2. Housekeeping shall not enter a guest room during a stay unless specifically requested, or approved, by the guest.
3. Glassware, coffee cups, and multi-cup coffee makers should be removed. Single serve coffee makers can remain provided disposable cups are used.
4. No room service from dining or housekeeping.
5. Guest room pens, paper and guest directories may be removed and replaced with digital substitutes.
6. Linens, towels and laundry shall be washed in accordance with CDC guidelines, including washing items as appropriate in accordance with the manufacturer's instructions.
7. Extra / clean towels available upon request.

Additional Steps

The SCPCA will also take the following steps to limit spread of COVID-19 and protect conference participants:

- One-stop registration will be grouped by last name
- All registration items will be pre-packaged into one individual bag and set out for the attendee to pick up

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- Each attendee will receive pre-packaged gloves, mask and personal hand sanitizer
- No SCPCA merchandise will be offered for sale

Again, to the greatest extent possible, SCPCA Staff will plan and conduct this conference in accordance with recommendations made by the South Carolina Restaurant and Lodging Association and referenced by Governor McMaster in his Executive Orders. A complete list of those recommendations can be found by clicking on this hyperlink ([South Carolina – Opening Hotels and Event Venues Phase One Recommendations](#)) or by going directly to https://cdn.ymaws.com/www.scrila.org/resource/resmgr/coronavirus/Hotel_and_Event_Venues_Recom.pdf.

Lastly, personal hygiene is critically important in decreasing the spread of COVID-19. Therefore, everyone should adhere to the following CDC recommendations:

Wash your hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact with people who are sick.**
- **Put distance between yourself and other people outside of your home.**
 - Remember that some people without symptoms may be able to spread virus.
 - [Stay at least 6 feet \(about 2 arms' length\) from other people.](#)
 - Keeping distance from others is especially important for [people who are at higher risk of getting very sick.](#)

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a [cloth face cover](#) when they have to go out in public.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **If you are around others and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect [frequently touched surfaces](#) daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Most common [EPA-registered household disinfectant](#)[external icon](#) will work.

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Monitor Your Health

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.
 - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop.

If you have any questions about these steps or need additional information, please do not hesitate to contact Executive Director Ryan Alphin at ryan@scpolicechiefs.org