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**GUIDELINES FOR REOPENING OUR HOSPITALITY INDUSTRY**



# South Carolina Safe Meetings Resource Guide

The information provided in this document does not, and is not intended to, constitute legal advice - nor does it represent the official perspective of any of the volunteers' employers; instead, all information, content, and materials available are for general informational purposes only.

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### Resource 1- Related to the Nonprofit Corporation Act

The section that specifically addresses the annual meeting requirement states:

**“Title 33 - Corporations, Partnerships and Associations**

**CHAPTER 31**

**South Carolina Nonprofit Corporation Act**

**ARTICLE 7**

**Members Meetings and Voting**

**Subarticle A**

**Meetings and Action Without Meetings**

**SECTION 33-31-701.** Annual and regular meetings.

- (a) A corporation with members shall hold a membership meeting annually at a time stated in or fixed in accordance with the bylaws.
- (b) A corporation with members may hold regular membership meetings at the times stated in or fixed in accordance with the bylaws.
- (c) Annual and regular membership meetings may be held in or out of this State at the place stated in or fixed in accordance with the bylaws. If no place is stated in or fixed in accordance with the bylaws, annual and regular meetings must be held at the corporation's principal office.
- (d) At the annual meeting:
  - (1) The president and chief financial officer shall report on the activities and financial condition of the corporation; and
  - (2) Unless this chapter or the articles of incorporation or bylaws require otherwise, notice of an annual meeting need not include a description of the purpose for which the meeting is called.
- (e) At regular meetings, the members shall consider and act upon matters as raised consistent with provisions of the articles of incorporation or bylaws and, in addition, with the notice requirements of this chapter.
- (f) The failure to hold an annual or regular meeting at a time stated in or fixed in accordance with a corporation's bylaws does not affect the validity of a corporate action.

HISTORY: 1994 Act No. 384, Section 1.

[Resource 2 - Sample Survey](#)

(Organization) is working with (venue) to determine if (event) will be possible to hold on (date). If the decision is made to host the event either on original date or a postponed date, we would follow any Governor ordered protocols, along with enhanced safety efforts both in the event planning, event execution, and with facility operations. Our event planner will also follow all suggested South Carolina Safe Meetings Guidelines.

Please take this short survey to help us determine what is the best course of action for (event).

1. My organizational status pertaining to (event) is:
  - I am a member that typically attends.
  - I am a non- member that typically attends.
  - I am a service provider that typically attends.
  - I have not attended in the past.
  
2. If we hold the event on the originally scheduled (dates), or later in the year, would you attend?
  - Yes
  - No
  
3. If no, what is the reason?
  - I don't typically attend.
  - I am considered high risk.
  - I am staying home until a treatment/vaccine is available.
  - My employer would not allow me.
  - Other. Please explain \_\_\_\_\_
  - NA
  
4. If we found it necessary to limit the size of the event for either date option, and/or families could not participate, would you attend?
  - Yes
  - No
  
5. We might consider offering (event) as an online program if we are not able to host an in-person meeting. What would be your preference if we are able to offer a choice?
  - I prefer having the in-person meeting rather than moving the meeting online.
  - I would prefer the online version.
  - I had no plans to attend either way.
  
6. Please share with us any additional comments (event):

Thank you for taking the time to complete this survey. We appreciate your input!"

## Resource 3 – Sample Cancellation Statement

Press release example:

### **ASAE, MGM Resorts Announce Cancellation of Face-to-Face 2020 Annual Meeting & Exposition in Las Vegas Due to COVID-19**

**May 12, 2020**

WASHINGTON— ASAE, in close collaboration with MGM Resorts International, announced today it will cancel its in-person 2020 Annual Meeting & Exposition, scheduled to be held August 8-11, at Mandalay Bay Resort & Casino in Las Vegas due to public health and safety concerns related to the coronavirus (COVID-19) pandemic.

ASAE is instead working with scheduled speakers, sponsors and industry partners to deliver a reimagined Virtual Annual Meeting & Exposition the week of August 10. Registration information, exact dates and industry partner opportunities for the Virtual Annual Meeting will be shared with the ASAE community by the first week of June. The ASAE Board of Directors will also hold a virtual meeting on Aug. 7.

“After careful discussion of every aspect of the meeting and experience with our fantastic partners at Mandalay Bay and MGM Resorts, ASAE has made the difficult decision to move the 2020 Annual Meeting & Expo to a virtual experience,” said ASAE President and CEO Susan Robertson, CAE. “As excited as we were to put on a robust, memorable in-person Annual Meeting in Las Vegas this August and to celebrate ASAE’s Centennial with the association community, the public health and safety of our participants, staff and volunteers and the MGM staff outweighed any other considerations in our collective decision-making process.”

“Our team worked closely with ASAE to build out what would have been an incredible event in August, but we understand the hard decision they had to make in the current climate,” said Stephanie Glanzer, Senior Vice President & Chief Sales Officer for MGM Resorts. “We have long valued our relationship with ASAE and are eager to welcome the association community back to Las Vegas very soon.”

ASAE, MGM and other event partners in Las Vegas were in regular contact during the planning of ASAE’s 100th Annual Meeting and paid careful attention to the timing of federal and state of Nevada plans to ease air travel restrictions, social distancing guidelines and restrictions on large gatherings once the COVID-19 threat has abated. Given the number of still-unknown factors related to the containment of the virus, and with ASAE Annual Meeting participants typically coming from all over the country as well as internationally, all parties concluded that cancelling the face-to-meeting meeting was the safe and responsible action.

“ASAE and MGM were beyond prepared to exceed participant expectations for the 2020 Annual Meeting. We look forward to working with our Las Vegas partners in the future,” said Amy Ledoux, CAE, CMP, ASAE’s Chief Learning and Meetings Officer. “Shifting gears, we are now fully immersed in creating the most dynamic Virtual Annual Meeting experience for our members possible. Virtual participants can expect the same great content that we were primed to deliver in Las Vegas, so stay tuned. We’re going to structure this reimagined experience to fit every member’s schedule and budget and there are going to be multiple options for engagement.”

Further details about ASAE’s Virtual Annual Meeting & Exposition will be communicated as soon as they are finalized and updated on ASAE’s Annual Meeting website **ASAE’s Annual Meeting website**. ASAE’s 2021 Annual Meeting is scheduled to take place Aug. 14-17, 2021, in Dallas, TX.

**MEDIA CONTACT:** Lauren Precker, CAE, [lprefixer@asaecenter.org](mailto:lprefixer@asaecenter.org), 202-626-2735.

### Resource 3a - Sample Cancellation Verbiage

“Due to ongoing safety concerns about the current pandemic, we have made the difficult decision to cancel (event) scheduled for (date). Our members, supporters and employees are our top priority and we strongly believe this is the right decision given the current circumstances. Our thoughts are with those directly impacted by this situation.”

### Resource 4 - Sample Postponement Verbiage

“The health and safety of our members, staff and guests is our top priority. Therefore, we have decided to postpone the (event) at this time. We will be in contact when the event has been rescheduled.

We understand that it is a difficult time for many. We are hopeful that things will improve so that we can move forward with the (event) at a future time.”

### Resource 5 - Sample Communications

#### **We ARE holding the event**

##### ***Participant Agrees:***

(Association name) appreciates your support. Please know that we are following guidelines set forth by State and Federal health & human service agencies as outlined in the South Carolina Safe Meetings Guidelines. Your cooperation is greatly appreciated in following these protocols before and during our (meeting/event/outing).

##### ***Participant Disagrees:***

The health and well-being of participants is our top priority. In making the decision to move forward, we are following guidelines set forth by State and Federal health & human service agencies as outlined in the South Carolina Safe Meetings Guidelines.

#### **We are NOT holding the event**

##### ***Participant Agrees:***

We appreciate your support and look forward to seeing you at (event) in the future!

##### ***Participant Disagrees:***

After careful discussion of every aspect of the meeting, (organization) has made the difficult decision to (postpone/cancel/move to virtual) the (event). As excited as we were to put on this (event) face to face, the public health and safety of our participants, staff, and volunteers outweighed any other considerations in our collective decision-making process. We appreciate your support and look forward to seeing you at (event) in the future.

## Resource 6 – Sample Waiver

Waiver of liability on registration materials

“I \_\_\_\_\_ agree that by registering for \_\_\_\_\_ I will indemnify and hold harmless (Organization), its volunteers, employees, and others working on behalf of (Organization) against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from (Organization), including loss of life, as a result of the pandemic.”

## Resource 7 – Sample Consent for Medical Treatment

“Should I show symptoms of the virus while attending (event), I authorize any licensed doctor, nurse, emergency medical technician, paramedic, hospital, or other medical facility to provide treatment to me. I authorize said professionals to perform any procedure that they deem advisable.”  
 X \_\_\_\_\_

## Resource 8 – Statement of Agreement

- I agree to abide by all safety guides including: wearing a face covering at all event functions, maintaining social distance, and following all CDC guidelines (insert current guidelines here). I understand that if I refuse to do so, I may be denied entry or asked to leave the event.

## Resource 9 - Contract language sample

“The performance of the Agreement by either party shall be subject to force majeure, including but not limited to acts of God, fire, flood, natural disaster, war or threat of war, acts or threats of terrorism, civil disorder, unauthorized strikes, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, the Centers for Disease Control, or local government authority or health agencies (including infectious diseases), federal or state Executive Orders; curtailment of transportation facilities, or other similar occurrence beyond the control of the parties, whether enumerated herein or not, where any of those factors, circumstances, situations, or conditions or similar ones prevent, dissuade, or unreasonably delay prospective event participants from attending, or where any of them make it illegal, impossible, inadvisable, or commercially impracticable to hold the event or to fully perform the terms of the Agreement. The Agreement may be cancelled by either party, without liability, damages, fees, or penalty, and any unused deposits or amounts paid shall be refunded, for any one or more of the above reasons, by written notice to the other party. This includes the cancellation of sleeping rooms reserved for the event with no penalty.”

## Resource 10 - Internal Debriefing and Analysis

- Overall, did participants adhere to local/state/federal government guidelines (i.e. wear face coverings, maintain social distancing, etc.)?
- Overall, were social distancing and hygiene practices appropriately practiced in the food/beverage areas? In the meeting space? In common areas of the venue?
- Appropriate cleaning/disinfecting protocols were available and accessible?
- Was anyone turned away? If yes, for what reason? How was that experience and what lessons were learned? Was the plan for executing this successful?
- Based on this experience, what changes should be made in the future?

## Resource 11 – Post Event Evaluation

- Did you feel that proper social distancing cues were provided at the event by organization?
- Did you feel that proper social distancing cues were provided at the event by the venue?
- Did you feel that proper hygiene practices were promoted at the event by organization?
- Did you feel that proper hygiene practices were promoted at the event by the venue?
- Did you feel that the organization gave you the materials to practice satisfactory hygiene and maintain your safety?
- Did you feel the venue the facility performed proper sanitation?
- Did you feel that social distancing and hygiene was properly practiced at the event by participants?
- Did you feel that social distancing and hygiene was properly practiced during the trade show/exhibits by participants and vendors?

## Resource 12 - Data Collection for SC DEHEC

- First Name
- Last Name
- Employer address (if work-related event)
- Work Phone number (if work-related event, otherwise include personal phone number)
- Work Email (if work-related event, otherwise include personal email)

## Resource 13 – Pre-Meeting Questions for Venue

- Review venue protocol regarding cleaning and healthcare emergencies



- Has staff been trained in use of advanced disinfection techniques?
- Are rooms taken out of service between guests to ensure proper sanitization?
- Are there touchless hand sanitizers dispensers throughout property?
- Is staff and guests required to wear face coverings?
- Are there barriers between registration?
- Is the restaurant's seating area been set to accommodate social distancing guidelines?
- Are the tables, chairs, lectern, podium, speaker table, A/V equipment, light and sound switches, door handles been properly disinfected?
  - Wash dirt and debris from hard surfaces with soapy water that is at least 100 degrees F
  - Sanitize surfaces with approved disinfectants – spray and allow to remain on surface for 5 minutes before wiping
  - Allow disinfectants to air-dry on surfaces
- Will the trash be removed every 2 hours?
- Is linen on the tables necessary? If so, it needs to be replaced between each guest.
- Are event doors kept open to avoid touching?
- Are there separate entrances for entering and exiting the meeting room? If there is only one door, place signs on both sides reminding participants to allow only 1 person to enter/exit at a time.
- Are there social distance signs in the venue?
- What are the procedures to handle more than one group in house?
  - Open communication between venue and planner to determine what each group's schedule of functions are and which spaces each group will use, trying not to crossover break times and mealtimes
  - Create mutually agreed upon attendee flow
  - Display signage throughout meeting spaces to keep groups self-contained
  - Assign separate bathrooms for each group if possible
  - Staggered time for groups to arrive for registration

## Resource 14 – Sample Event Pandemic Risk Coordinator Roles & Responsibilities

1. Audit current processes and procedures to define and analyze possible risks
2. Evaluate the severity of each risk by considering its consequences
3. Develop controls, systems, and processes to reduce the possibility of an outbreak
4. Create contingency plans to manage occurrences
5. Prepare reports and present recommendations
6. Help implement solutions and plans
7. Evaluate employees' risk awareness and train them when necessary
8. Educate and enforce the risk policies that have been implemented

## Resource 15 – Sample Participant Screening Questions

In order to attend the event, I affirm that in the past 24 hours, I have not experienced:

- An atypical cough
- Atypical shortness of breath
- Fever of 100 degrees F or 37.8 degrees C, or above
- Chills/Repeated Shaking
- Muscle Pain
- Sore Throat
- Headache
- New or Loss of Taste or Smell

If you answer “yes” to any of the symptoms listed above, you will not be permitted to attend the event. Please quarantine at home and contact your health care provider for direction.

- You should isolate at home for a minimum of 14 days since symptoms first appear.
- You must also have 3 days without fever and improvement in respiratory symptoms.

In the past 14 days have you:

- Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of the virus?
- Traveled internationally or domestically?

If you answer “yes” to either of these questions, you are not permitted to attend the event. Self-quarantine at home for 14 days.

If you answered no to all of the above, you are permitted to attend the event. You will be asked to follow the appropriate personal safety gear protocol instituted by the event planner.

- I agree to follow all personal safety gear protocol instituted by the event planner.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_