



HEALTH & SAFETY PROTOCOLS (AS OF 1/13/22)

Your safety and well-being are essential, and we are committed to holding a safe event. Conference attendees will be required to adhere to the City of Chicago regulations and the following ISACS COVID Policies. Additional policies may be put into place as the conference date approaches.

- **Masks:** As per the City of Chicago, masks are required in most indoor public settings, other than while eating and presenting. ISACS will supply each attendee with a KN95 mask at the ISACS Registration Desk to wear during the conference. ISACS requests that attendees do not wear a cloth mask.
- **City of Chicago Proof of Vaccination & Photo ID:** Attendees will be required to show proof of vaccination (digital, photocopy, or original) and a valid photo ID to enter hotels, restaurants, the Art Institute, and other public spaces. Please have proof of vaccination and photo ID available during your time in Chicago. For more information, visit [The City of Chicago's Vaccine Requirement Webpage](#).
 - *Overnight guests at the Swissôtel will be required to show proof of vaccination upon check-in.* Once verified at the front desk, you will be issued a card that must always be carried during your time at the hotel.
 - *Daily guests at the Swissôtel (those not staying overnight)* should proceed directly to the ISACS Registration Area where a Swissôtel staff person will be available each morning until 10:15 am to verify proof of vaccination on the first day of your attendance and will issue a card that must always be carried during your time at the hotel. If you plan to arrive after 10:15 am, please visit the Swissôtel's Main Check-in area to verify your proof of vacation and receive the card.
 - If an attendee refuses to provide proof of vaccination and a valid photo ID, entry to the Swissôtel will be denied.
- **Social Distancing:** ISACS has configured all meeting spaces to allow for social distancing. Meal functions will be 5-7 people per large round table and keynotes and breakouts will have 3 feet of spacing between each chair. Presenters will be at least 6 feet from the audience.
- **Social Distance Dots:** At the ISACS Registration Desk, attendees will be asked to add a red, yellow, or green sticker to their nametags to indicate one's comfort level with social interaction.
 - Red = Maintain social distancing of a minimum of 3 feet.
 - Yellow = Social distancing not required, but please no handshakes or embracing.
 - Green = No distancing, consenting hugs and handshakes are welcome.
- **Attending the Sessions Selected During Online Registration:** Please ONLY attend the sessions you pre-registered for during online registration. If you would like to attend another session, please allow those who pre-registered for the session to enter the meeting space; several sessions are at capacity. An ISACS Staff person will be at the door of each session to assess room capacity and ensure safety.

- **Swissôtel's enhanced cleaning protocols:** The Swissôtel has put in place [enhanced cleaning protocols](#) for common areas, guest rooms, and meeting spaces. View the hotel's complete [ALLSAFE Policies](#).
- **Art Institute and/or Thursday Reception and Dinner Attendees:** Those who have registered to attend the Thursday Reception and Dinner and/or the Art Institute of Chicago will be REQUIRED to provide proof of vaccination and a valid photo ID upon arrival at the destination. Please remember to bring both items with you. For the Art Institute, please note the coat check is currently closed.
- **Guests (Partners/Spouses):** Guests who plan to attend the Art Institute and/or the Thursday evening reception and dinner must follow the same Health and Safety Protocols.
- **Prior to arrival:** If you experience any symptoms that could be signs of COVID19, please stay home.

To review these important policies, please visit the [2022 Heads Conference](#) webpage under the section called "Important Conference Information - Health & Safety Protocols."

Questions? Please contact Karen Zeitlin at karen@isacs.org.