



**Big “I” Winter Meeting  
The Westin Savannah Harbor Golf Resort & Spa  
Savannah, Georgia  
January 20 - 23, 2021**

**Safety Precautions  
As of October 9, 2020**

The safety of our meeting attendees is paramount. We are taking the following precautions, adhering to current state of Georgia requirements ([09.30.20.01](#)) in place through 11/9/20 and [CDC recommendations and checklists](#).

**Acknowledgement of Enhanced Safety and Health Measures:**

Registration and attendance at, or participation in, the Big “I” Winter Meeting in person constitutes an agreement by the registrant to abide by IIABA’s and the host property’s efforts to comply with current CDC recommendations (and any state of Georgia requirements) and to engage in certain health-and-safety-beneficial conduct while attending the event as requested by IIABA (including wearing a mask, engaging in appropriate physical distancing, not attending the event if feeling sick, showing certain symptoms or after being exposed to an individual with COVID-19).

**Guidelines and Precautions**

General Information

- All attendees are encouraged to bring their own person protective equipment (e.g. masks and hand sanitizer) for their personal use.
- IIABA will provide attendees with complimentary masks and hand sanitizer in the Headquarters Office when name badges are picked-up. Any mask or hand sanitizer is provided “as-is” with no warranties or representations as to the quality or efficacy of these items.
- Name badges will be pre-stuffed in badge holders and a lanyard will be included in the name badge envelope.
- No handouts, ribbons or other materials will be present in the Headquarters Office.

Face Mask and Social Distancing

- Due to our cooperative agreement with the meeting facilities, a mask covering both the nose and mouth will be required at all times while inside the hotel and convention center unless eating or drinking, or while in your guest room. Guests who are not wearing face coverings indoors will be politely asked to wear one, and like at all Marriott hotels, face masks will be made available by the hotel to guests who do not have one.
- **The city of Savannah requires wearing a mask in public at all times, both outside and inside of buildings.** (See Savannah [“Mandatory Mask Ordinance and Fines”](#).)
- State and municipal health guidelines stress that, whenever possible, all persons should leave at least 6 feet (approximately 2 meters) of space to the person closest to them. Social distancing guidelines are prominently placed throughout the hotel and the convention center.

General Hotel & Convention Center Cleanliness

- The hotel and convention center require team members to wear face masks at all times – and additional personal protective equipment based on job specifications.
- In an effort to enable safe travel, Marriott supports the American Hotel & Lodging Association’s recently expanded [Safe Stay initiative](#) and [traveler checklist](#), which for the foreseeable future include the wearing of face coverings in indoor (and outdoor if city/state mandated) public spaces and practicing social distancing.
- Marriott has released its [Commitment to Clean](#) guidelines.
- The Westin Savannah Harbor Golf Resort & Spa [COVID-19 updates and what to expect at the hotel](#).
- Savannah Convention Center [getting back to business COVID-19 response](#).
- Hotel and convention center staff have wellness and temperature checks upon arrival.
- Touchless hand sanitizer stations are located around the hotel and convention center.
- Public bathrooms will be cleaned frequently (more than once an hour).

## COVID-19 Response and Protocols

- Savannah Convention Center - if a guest is presumed to have, is exhibiting symptoms, of, or is lab-diagnosed with COVID-19, Savannah Convention Center Public Safety will escort attendee to a designated area and/or coordinate engagement with the Department of Health. In the event of a known exposure, the convention center will deep clean all known points of contact/exposure and re-clean impacted common and high-traffic areas on property regardless of when they were last cleaned.
- The Westin Savannah Harbor Golf Resort & Spa – if a guest begins to feel ill, he/she will be strongly encouraged to contact health authorities in order to be tested for COVID-19. Prior to and after being tested, a guest with a confirmed or suspected case will be required to remain in his/her guest room until the guest can depart from the hotel to return home or go to a medical facility. If it's necessary for a guest to have an extended stay at the hotel, the hotel staff will assist in having items/food delivered to the guest room. Also, if it becomes necessary to remain at the hotel for an extended period of time, the hotel will review the case and consider offering a reduced room rate. A room occupied by a guest who is suspected of having or has been diagnosed with COVID-19 will be removed from service to undergo a specific cleaning protocol. The guest room will not be returned to service until the room has been disinfected, and consistent with the guidance issued by local health authorities.

### Hospitals:

Memorial Heath University Medical Center  
4700 Waters Ave.  
Savannah, GA 31404  
912-350-8000

Candler Hospital  
5353 Reynolds St.  
Savannah, GA 31405  
912-819-6000

### Test Facilities:

#### Savannah/Chatham County:

COVID-19 Testing is offered at the Savannah Civic Center several days each week with no appointment required. Testing is also offered each Wednesday by appointment at various mobile testing sites around the county.

Savannah Civic Center: 301 West Oglethorpe Ave.

No appointment needed

- Monday: 8:30 a.m. – 3: 30 p.m.
- Tuesday, Thursday, Friday: 8:30 a.m. – 1 p.m.
- Wednesday: Closed. Staff conducts testing at various community locations by appointment
- Every first and third Saturday of the month from 8:30 – 11:30 a.m.
- Walk-up testing will take place at 8:30 a.m. for the first 100 individuals in line.
- Drive-through testing will begin at approximately 9:30 a.m.
- [Click here for more information about walk-up testing and what to expect inside the Civic Center testing site.](#)

Urgent Care of Berwick  
5730 Ogeechee Rd.  
Suite 192  
Savannah, GA 31405  
912-201-1140

Urgent Care of Sandfly  
7360 Skidaway Rd #L2  
Savannah, GA 31406  
912-201-1140

There are multiple [CVS](#) locations throughout Savannah and Chatham County that offer COVID testing.

### Guest Rooms

- The following options are available via the [Marriott Bonvoy app](#) – please download to take advantage:
  - \*Mobile check-in
  - \*In-room dining
  - \*Guest room requests (extra towels, etc.)
  - \*Please note – mobile key isn't available at this hotel
- Every guest room is thoroughly cleaned and disinfected prior to your arrival. During your stay, hotel will not provide housekeeping automatically every day. If you wish to receive daily housekeeping refresh service, please let the guest services team know. They will be happy to schedule service according to your preferences. For a longer stay, your guest room will automatically be cleaned after every 6th night.
- Coffee makers and fridges remain in guest rooms. All paper (menus, magazines, etc.) has been removed.
- Early check-in and late check-out will be *extremely* limited as housekeeping requires additional time to clean rooms in-between guests.

### Meeting Spaces

- Meeting spaces will be set according to social distancing guidelines.
- Meeting rooms are disinfected after each meeting using electrostatic sprayers. Please do not leave anything in the meeting rooms when you leave.
- Water stations are not available due to current recommendations. Bottled water will be available.
- Social distancing and one-way signage are present.
- At the hotel, pens and writing pads are available upon request.

### Meal Functions

- A meal served buffet style in the past will now have food stations and will be cafeteria style with hotel staff serving attendees (partitions and sneeze guards will be present).
- Directors, State Executives, and State Officers will be served a plated lunch on Saturday, January 23<sup>rd</sup>. Please make sure to list any dietary requests when registering for the meeting.
- Coffee stations will be staffed by hotel and convention center team members – there won't be any self-service.

### Miscellaneous/Other

- Self-parking only at the hotel – valet parking isn't available.
- Elevator information:
  - \*Hotel – via signage, guests are asked to social distance but there isn't a restriction on the number of guests allowed.
  - \*Convention Center - restricted to 2 people max per ride. If traveling with a group/family, all are allowed on the elevator together.