



ACTEM Response to potential Coronavirus impact on our 2020 Spring Leadership Conference

ACTEM will subscribe to guidance from the **Centers for Disease Control and Prevention (CDC)** in respect to the Coronavirus and the impact it might have on our upcoming conferences and events.

ACTEM encourages and promotes the daily practice of preventive actions:

- Stay home when you are sick, except to get medical care.
- Cover your coughs and sneezes with a tissue, then throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean frequently touched surfaces and objects daily.

ACTEM will work with the hotel staff to ensure they are prepared, have adequate supplies and staff to deal with precautions and potential impact of the Coronavirus.

ACTEM discourages people who are sick from attending our conference. We will also have a space and plan for anyone that may become sick while attending our conference.

ACTEM policy is to not offer refunds for our conferences.

- With the current Coronavirus outbreak ACTEM will offer more flexible policies that permit participants the option to stay home when they are sick, need to care for sick household members, or are at high risk for complications from Coronavirus.
- If you cannot come to the conference due to virus or fear from virus or travel no longer allowed from your employer -- ACTEM will offer credit towards a future conference or event.
- If ACTEM cancels the Spring Leadership Conference due to a high risk situation for staff and attendees -- ACTEM will offer refunds to attendees and exhibitors.

ACTEM will be prepared to postpone, or cancel our conference for the safety and well-being of our event staff, attendees, and the community if the Coronavirus impact becomes a high risk in our State.

What you need to know about Coronavirus Disease 2019:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

What to do If you are sick with Coronavirus Disease 2019:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>
