

# COVID-19 Safety Protocols

## **SAFETY GUIDELINES**

We are beyond thrilled to host ELS: Back in Boston, our first in-person event since transitioning to a virtual platform, and you can expect health and safety to be our top priority. We will adhere to the recommendations from public health officials, federal, state, and local authorities, and venues. We ask that we all do our part to ensure everyone's safety by adhering to the protocols outlined below. These protocols are subject to change, and we will communicate major changes should we need to make them. In the final logistics email we'll send a week before the event, we will link to the event safety page so you can review the protocols once more. If you have any questions or concerns, don't hesitate to reach out at [info@teamels.com](mailto:info@teamels.com).

## **IF YOU ARE SICK**

If you have a temperature, are showing any potential symptoms of COVID-19, have tested positive for COVID-19, or have been in close contact with anyone that has tested positive for COVID-19 within 14 days of the event, then you will need to stay home. At this time, we will not be conducting temperature checks, requiring proof of a negative test result, or asking for vaccination status. If you don't feel well, please stay home. We will provide a credit note or immediately transfer your registration to another in-person event on the calendar.

## **MASKS**

At ELS: Back in Boston, attendees will be required to wear masks in all indoor event spaces unless eating or drinking.

## **SOCIAL DISTANCING**

As venue capacity and social distancing guidelines continue to change, we are capping attendance to ensure we can abide by the current guidelines.

## **FOOD & BEVERAGE**

Our venue partner is enhancing their food safety practices, and we appreciate your patience as we work with them to provide the safest possible dining experience.

At ELS, we are dedicated to progressing the profile and professional lives of executive assistants by creating an educational experience that inspires growth, collaboration, and community. We are committed to fostering an environment where everyone feels safe, is heard and respected, and is empowered to thrive. Whether you join us for an in-person or virtual event, we look forward to seeing you soon and assisting in your continued education!