

# PUBLIC HEALTH POLICIES AND PROTOCOLS

REVISED AUGUST 31, 2021

## Idea Institute

September 13 - 15, 2021

The Westin Jekyll Island

Jekyll Island, GA

### INTRODUCTION

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Safety is of the utmost importance at the Idea Institute. To that end, the League of Southeastern Credit Unions & Affiliates (LSCU) and the management of The Westin Jekyll Island are taking pro-active steps to ensure your health and safety and minimize exposure to the COVID-19 virus during Idea Institute for all participants. LSCU & Affiliates reserves the right to revise these policies and protocols at any time upon reasonable notice to meeting participants and to prohibit participation by any meeting participants that fail to comply with these policies and procedures.

### GENERAL

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- **LSCU recommends that attendees wear face masks to protect against the spread of COVID-19, regardless of vaccination status. LSCU staff/The Westin Jekyll Island staff will wear masks.**
- **LSCU requires that Idea Institute attendees, guests, speakers and LSCU staff test negative for COVID-19 within 48 hours of arrival or on-site- regardless of vaccination status.** Due to the highly transmissible nature of COVID-19 and its variants, we want to reduce risk of exposure for meeting attendees. LSCU will accept documentation from a recognized third-party test site of a negative test (Walgreens, CVS, urgent care, doctor's office). LSCU cannot accept a self-administered rapid test result. Should you be unable to obtain a test within 48 hours of arrival, LSCU will provide COVID-19 rapid tests (performed by a nurse practitioner) on-site during the test times listed below. Results may take 15 minutes. Attendees should socially distance and wear a mask while waiting for test results (prior to registration or attending activities).

#### **COVID-19 Test Times & Locations:**

##### **Monday, September 13**

11:00 am – 12:30 pm

Jekyll Island Golf Club

Prior to registration and lunch- before golf event.

3:00 pm – 7:00 pm

The Westin Jekyll Island, Jekyll Island Board Room

Prior to and during registration and during reception.

##### **Tuesday, September 14**

7:00 am – 9:00 am

The Westin Jekyll Island, Jekyll Island Board Room

Prior to and during breakfast- before meeting.

- Counters, laptops, printers, tables, chairs, handrails, doorknobs, bathroom sinks, toilets and other furniture/equipment/areas with high traffic will be wiped down with antiviral and antibacterial agents frequently throughout the day by the hotel throughout the meeting space.
- In accordance with both state and local regulations, the policy of the Westin Jekyll Island (which follows CDC guidelines), all staff are wearing face masks. All meeting rooms are being sanitized after each group's use; hotel rooms cleaned/sanitized.
- Minimum physical distancing will be set up for seating in meals and meeting room.
- Signage to encourage pandemic-aware behavior will be posted throughout the hotel and meeting area.

#### **PRIOR TO CONFERENCE**

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- Do not attend if you have tested positive for the COVID-19 virus within 14 days of the event or have been notified that you have been exposed to someone with the COVID-19 virus within 14 days of the event.
- Do not travel if you are ill or not feeling well.

#### **REGISTRATION**

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LSCU & Affiliates staff at the Idea Institute Registration Area will be available to answer questions for participants.

#### **MEETING ROOMS**

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- Chairs in meeting rooms will be set to allow for physical distancing.
- Hotel staff will wipe down all high-touch/high-traffic areas frequently throughout the day. Hand sanitizer stations will be available throughout the property.
- All meeting space will be sanitized daily.

#### **FOOD/BEVERAGE**

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- Food service will be either pre-packaged or will have single-use gloves and/or hand sanitizer stations nearby for any items multiple people may touch.
- The banquet team is equipped with push levers for some drink dispensers, as well as glove dispensers that can be used for traditional coffee handles.

- Seating at round tables during meals will be somewhat reduced for social distancing.
- Handwashing/sanitizing stations will be placed in all rooms where food is served.

## **HOTEL**

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- All hotel staff is test frequently for COVID-19. All staff is required to wear face masks to prevent any potential spread. Each department supervisor does temp checks for staff at start of shift.
- Hand sanitizer is provided at multiple locations in the hotel, including elevators, hotel registration areas and all meeting areas.
- LSCU & Affiliates staff will remind attendees at queue lines at all bars and buffets, to socially distance. Property restaurants and retail locations will also encourage appropriate social distancing.
- The hotel has implemented an aggressive cleaning/disinfecting schedule for all public and "high touch" areas, as well as guest rooms.
- Hotel rooms will be sanitized based on Marriott standards. A sign will be placed on sanitized room doorknobs. Rooms will not be serviced during your stay. Replacement towels and other requests will be provided via contactless delivery.
- Maintain 3 feet of social distancing when on stairs or elevators.
- You may register and check in-out digitally via Marriott Bonvoy app.
- CDC approved social distancing procedures have been implemented throughout The Westin Jekyll Island.

## **ADDITIONAL INFORMATION**

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- **Should you become ill during the event, please immediately advise LSCU staff at 678-995-9557 and self-isolate.**
- Contact a local testing center, urgent care center or emergency room for instructions.
- Please practice good hygiene by washing your hands frequently or using sanitizing stations which will be located throughout the hotel and meeting space. We will continue to work with the hotel and local jurisdictions and make modifications to ensure the health and well-being of all attendees.

## COVID-19 TESTING SITES, URGENT CARE CENTERS, PHARMACIES, AMBULANCE AND HOSPITALS CLOSE TO THE WESTIN JEKYLL ISLAND

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- **Testing Sites and Urgent Care.** Most testing sites will bill your insurance carrier for a COVID-19 test, but those without insurance should be able to obtain a free test.

### **ERgent Med – Brunswick**

5248 New Jesup Highway  
Brunswick, Ga. 31523  
912-264-1883  
MON – FRI: 9am – 5pm  
SAT: 9am – 4pm

### **ERgent Med – St. Simons**

106 Retreat Village  
St. Simons Island, Ga. 31522  
912-434-9316  
MON – FRI: 9am – 5pm  
SAT: 9am – 4pm

### **Glynn Immediate Care**

3400 Parkwood Drive,  
Brunswick, GA 31520  
912-466-5800

- **Pharmacy:**

Walgreens  
101 Torras Drive,  
Brunswick, GA 31520  
912-267-0415

Golden Isles Pharmacy - This Pharmacy will deliver medicine to you.  
912-266-8140

- **Ambulance:**

Jekyll Island Fire Dept.  
200 Stable Road,  
Jekyll Island, GA 31527  
912-635-2930

- **Hospital:**

Southeast Georgia Health Center  
2415 Parkwood Drive  
Brunswick, GA 31520  
912-466-4000