



RNC 2020 Health Protocols

Operational Plan Final

3 August 2020

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Concept of Operations and Planning Doctrine:

The top priority of convention planning is the safety and health of all convention attendees, participating vendors, and the surrounding community. Since our nation is being severely impacted by a coronavirus (COVID-19) pandemic and public health guidance recommends strict limits on numbers of event participants, there are major and unique challenges in planning and executing a convention. Planning processes depend upon the discovery and distillation of information flowing daily on the detection and control of COVID-19.

Planning for any national event is a dynamic process with plans being modified as conditions change. In the case of safety and health planning for the 2020 Republican National Convention (RNC 2020), it is especially dynamic in the face of this enormous uncertainty. In most years, planning involves preparing for various scenarios based on threat assessments and experience with past events. This year, a pandemic has already severely affected our nation, which means that planning must include not only detection and mitigation, but also response actions.

The staging of any event, small or large, is not risk-free at any time, but the risk is obviously higher during a pandemic. “large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.”¹ Thus, the strategic goal of the plan development is to implement disease control countermeasures sufficient to reduce the overall risk to a level acceptable to the community and to the attendees at the time of the event.

The convention planning doctrine will conform to the National Response Framework (NRF)² applying a risk management approach to develop a comprehensive RNC 2020 Safety and Health Plan. The NRF Guiding Principles are shown in Figure 1.

¹ <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

² https://www.fema.gov/media-library-data/1582825590194-2f000855d442fc3c9f18547d1468990d/NRF_FINALApproved_508_2011028v1040.pdf

Response Doctrine: Key Principles

- **Engaged Partnership.** Leaders at all levels must communicate and actively support engaged partnerships by developing shared goals and aligning capabilities so that no one is overwhelmed in times of crisis.
- **Tiered Response.** Incidents must be managed at the lowest possible jurisdictional level and supported by additional capabilities when needed.
- **Scalable, Flexible, and Adaptable Operational Capabilities.** As incidents change in size, scope, and complexity, the response must adapt to meet requirements.
- **Unity of Effort Through Unified Command.** Effective unified command is indispensable to response activities and requires a clear understanding of the roles and responsibilities of each participating organization.
- **Readiness To Act.** Effective response requires readiness to act balanced with an understanding of risk. From individuals, households, and communities to local, tribal, State, and Federal governments, national response depends on the instinct and ability to act.

The NRF relies on the development of the core capabilities necessary to respond to a health emergency. In addition to the central planning efforts, the NRF defines critical support functions that must be developed for both planning and response. Both core capabilities and the critical support functions are derived from local and community resources with assistance from state and federal government. Planning depends on the integration of local authorities and assets, which in this case are city, county and regional public health, emergency management, integrated medical systems, and emergency medical responders.

Thus, the convention has established a cross-functional planning cell comprised of these local elements which is responsible for articulating the necessary capabilities to manage the risk of COVID-19, the operational requirements and specific actions to meet those requirements, and responsible parties of execution of each action. Because this convention is a National Special Security Event

(NSSE), the COVID-19 Planning Cell reports its planning outputs to the Health and Medical Subcommittee of the Executive Steering Committee of the NSSE, headed by the U.S. Secret Service (USSS)^{3,4}. The composition of the COVID-19 Planning Cell reflects the NRF-required community coordination between federal, state, and local authorities. For a comprehensive list of the planning cell members, please refer to Appendix C.

Internally, RNC 2020 has formed a Safety and Health Working Group (SHWG) to guide the convention operational planning. This group's efforts are integrated with local, state, and federal government entities and the private sector to develop core capabilities that aim to Prevent, Protect, Mitigate, Respond, and Recover from the current national emergency posed by COVID-19.

The RNC 2020 SHWG has followed the guidance issued by the Presidential Coronavirus Task Force, the Centers for Disease Control and Prevention (CDC), and the National Institute for Allergies and Infectious Diseases (NIAID), as well as guidance documents published by the North Carolina Department of Health and Human Services.

Each of these authoritative sources recommend certain common elements to minimize the spread of the virus, which include ***physical distancing, face covering, hand and environmental hygiene, symptom monitoring, and protecting vulnerable populations***. When indicated, ***testing for the presence of the virus and antibodies, contact tracing, and isolation or quarantine*** are also used to control the spread of the infection. The protocols within this document align to the 5 core capabilities of the National Response Framework and to the guidance of federal, state, and local public health guidance.

The discussion below contains a high-level description of procedures planned to achieve the desired core capabilities. For a comprehensive understanding, refer to the Medical Operational Plan.

³ <https://www.secretservice.gov/protection/>

⁴ 18 USC § 3056(e)

Core Capability – Prevent and Protect:

Prevention measures begin before attendees depart their home state. Prevention measures include **Screening, Testing, Social Distancing, Education, and Health Monitoring** of people with active disease.

Screening, Testing, and Social Distancing: All attendees will be required to complete an online Pre-Travel Health Questionnaire prior to departure from their home state. The data from the questionnaire begins the contact documentation process that will continue during travel to Charlotte, during the business of the convention in Charlotte, and after return to home state following the convention. The convention has developed a web application health portal, smartphone-enabled, that will facilitate state-of-the-art two-way interaction with the attendee and the medical system partners of the convention. The health portal considers risk factors and questionnaire data to detect health issues and risk factors, and it will communicate that risk stratification to the attendee as part of **Education** of attendees as to their risk, what to expect at the event, and getting attendee buy-in to have a safe event. Educational efforts will be a wrap-around effort continuing with constant communication while at the event through the Health Portal and highly visible and frequent signage.

The first goal of prevention of disease spread and the protection of attendees is pre-travel detection of individuals identified as high-risk of transmitting COVID-19. The second, no less important, goal is to ensure that invitees who are at increased risk of severe illness should they contract COVID-19 while in Charlotte are fully aware of the risk, have made an informed decision to attend, and can access the convention health system partners should they require emergency or hospital care.

To accomplish these goals, all attendees will agree to these risk mitigation procedures:

Pre-Travel in home state

- (1) Review the travel resources provided in an attendee newsletter.

- (2) In line with CDC and local guidance, attendees will practice enhanced social distancing prior to travel. For most attendees, this would begin by August 6th, 2020. Enhanced social distancing asks attendees to:
 - a. Stay at home as much as possible
 - b. When leaving the home for essential services (i.e., grocery shopping, pharmacy visits, and medical appointments) maintain at least a 6-foot distance from other people and wear face coverings when outside the home.
 - c. Avoid large congregations of people whether in home or outside in public spaces.
- (3) Self-administer an At-Home test for COVID-19, and complete according to provided instructions.
- (4) Complete a pre-travel health questionnaire to inform them and the health system partner of their risk of transmission or requiring health care. This questionnaire should be completed through the Health Portal by August 17th, 2020. The Health Portal access will be provided by the RNC's Committee On Arrangements (COA).
- (5) Participate in the daily symptom tracker using the Health Portal starting August 18th, 2020.
- (6) Agree not to travel if they test positive for COVID-19 or are experiencing COVID-like symptoms immediately prior to departure.
- (7) Contact the Chief Medical Officer staff at Health@2020gopconvention.com if there are additional questions.

Pre-Participation in Charlotte

- (1) Once attendees complete the initial pre-travel health questionnaire, they will complete a symptom tracker on a daily basis. Attendees will be prompted to complete the symptom tracker every morning.
- (2) The questionnaire completion and symptom tracking data will be validated at the hotel upon check-in. If either is missing from the health profile, then the attendee will complete the questionnaire and/or daily symptom tracker during hotel registration. In addition, attendees will have their temperature taken during the hotel registration. Those who have completed the pre-travel health questionnaire, tested negative on a recent COVID-19 infection

test, reviewed the travel resources provided in their newsletter, and experience no symptoms upon hotel registration will be issued a health monitoring technology that will be worn at all times while in Charlotte.

- (3) Every morning, prior to attendance at convention activities in the venue, each attendee will be medically screened for attendance. The daily screening includes symptom tracking and temperature check. When an attendee enters the venue, they will validate the completion of the daily symptom tracker with RNC 2020 staff. At the same time, the attendee will have their temperature taken. Those who pass screening and fever detection will be given a daily health-pass bracelet and be allowed to participate in daily functions.
- (4) Those who have a fever or other indication from the daily symptom tracking will be referred to secondary screening with a health professional on site, and if deemed necessary, the attendee may receive a COVID-19 test and be required to self-isolate until a test result is produced.
 - a. The health system partners will return a result within 6-8 hours.
 - b. Attendees with a negative test will be eligible for screening the following day if asymptomatic.
 - c. Attendees with a positive test will be required to remain in isolation, will be referred to the county health department, and will be offered a telemedicine visit with the health system partners. Medical attention will be available on-site within the security perimeter, the venue, and through the Health Portal. In addition, acute medical care will be available and expedited should symptoms worsen while in Charlotte.
- (5) COVID-19 tests will be provided by local health system partners and will be available to all attendees and venue staff who will be in close contact with attendees during convention.

While Attending Convention Activities

- (1) Attendees will treat other attendees as if they are capable of transmitting COVID-19 or are susceptible to severe illness if they contract the virus.

- (2) Attendees will agree to maintain a 6-foot distance from other attendees, which seating and guidance in physical spaces will accommodate.
- (3) Because the movement of people in crowds will not always allow for distancing at every moment, elevated speech is more likely in a crowd, and face coverings in public are required by the State of North Carolina, attendees will use face coverings as a condition of participation.
- (4) Accommodations will be made for some food and beverage consumption in the specified locations of the venue. Attendees will be offered food and beverages within the venue at appropriate times in settings that accommodate social distancing in seating that is at least 6-feet apart.

Post-Convention

- (1) When attendees depart Charlotte and return to home state, all attendees should follow CDC and local guidelines, including enhanced social distancing for 14 days.
- (2) Attendees will be asked to self-report any illness upon returning home via the health portal or by sending an email to the RNC 2020 CMO staff at Health@2020gopconvention.com.
- (3) RNC 2020 will contact every attendee at 5, 14 and 21 days after the event by email or text to determine current health status and the presence of any COVID-19 symptoms.
- (4) If a contact reveals COVID-like symptoms, the attendee will be asked to notify his/her primary care physician for further evaluation.
- (5) Any interview that reveals a confirmed case of COVID-19 will be referred to local health officials to initiate health monitoring, in line with state and local guidelines.
- (6) Following the completion of post-event follow-up, aggregate data will be shared with public health officials, in accordance with state and local health requirements, guidelines or requests.

Health Monitoring: In the event that some of the attendees become symptomatic from COVID at or following the convention, the time and resource intensive process of County-required health monitoring must be accomplished as quickly and efficiently as possible. This burden on local health authorities is

complicated by the broad geographic participation at the convention. The COA is taking the responsibility to assist local health authorities with the data required by local health authorities to begin health monitoring. The data that contain health-sensitive information and Personally Identifiable Information (PII) will be maintained by a health system partner in accordance with Health Insurance Portability and Accountability Act (HIPAA) requirements. Please refer to Appendix K for attendee requirements by group (i.e., delegate, other attendees, RNC staff in Charlotte, RNC Contractors who will travel to Charlotte, security, and vendor/partners).

Isolation: As noted, attendees may be required to self-isolate for illness or a positive test or quarantine because of a contact before, during, or after the convention. If an attendee tests positive for COVID-19, the attendee **must** self-isolate for a period of 14 days under order of the Mecklenburg County Health Director. The attendee will be responsible for extending his/her housing arrangement accordingly, which will be among the disclosure agreements made with official attendees.

Education: The process of educating all attendees begins in their home state. Education encompasses all aspects of instruction, both formal and informal, to include training, on-line learning, and the use of digital brochures and pamphlets.

RNC 2020 will provide informational materials about prevention of COVID-19 infection. The educational materials will highlight key guidelines about prevention including:

1. Testing and Health Monitoring
2. Social Distancing
3. Frequent Hand Washing and Sanitization
4. Use of Face Masks
5. Current State Guidelines and Restrictions
6. Expectations about Compliance while in Charlotte
7. Web Site URLs for Additional Information from Authoritative Sources

Completion of the Pre-Travel Health Questionnaire, completion of the test for active-infection, review of the travel resources , and absence of symptoms prior to departure will enable the attendee to be issued a unique credential to travel to Charlotte and to attend convention events in Charlotte.

Education will be an ongoing process. All attendees will have reviewed pre-travel resources prior to departure from home state. Safety and health videos and health signage will be available throughout the convention. Safety and health will be emphasized through informational materials like infographics, signage placed throughout the venue, and SMS and MMS texts sent periodically to attendees.

Each attendee is expected to follow all local, state, and federal guidelines for wearing protective masks in home state, during their travel, and within Charlotte. In addition, each attendee while traveling will follow carrier requirements concerning the use of face masks. Cloth coverings, N-95, or 3-ply polypropylene surgical face masks can be used. Each attendee should bring sufficient face masks and hand sanitizing wipes for travel to Charlotte. While in Charlotte, RNC 2020 will provide daily quantities of face masks and hand sanitizing wipes and/or other portable hand sanitizers.

In accordance with state and local requirements, each attendee should expect to wear a face mask within the venue, during transport, and in public spaces. Compliance with state and local guidelines is mandatory. In addition, each attendee should sanitize their hands frequently during the day. Attendees should also observe social distancing requirements in effect during the time of the convention.

Attendee will be encouraged to seek additional information about COVID-19 and will be provided contemporary resources, such as the ***“Want to Learn More?”*** section of this document at Appendix B.

Core Capability – Mitigation and Response

Effective **mitigation efforts** directly limit the impact of an emergency on community resources and systems, thereby reducing the required scale of response capabilities needed for an emergency. Prevention and Protection efforts lessen the impact of the pandemic therefore helping to mitigate the threat.

The most important part of mitigation efforts is comprehensive coordination with state and local officials and health agencies. Emergency operations for the City of Charlotte have been in effect since the beginning of the pandemic. RNC 2020 has

synchronized with existing efforts rather than create parallel systems and will facilitate mitigation actions with RNC 2020 stakeholders.

Mitigating risk occurs in layers, both sequential and concurrent.

- (1) Keeping people with active disease from getting on an airplane or intermingling with the community of RNC 2020 participants and the Charlotte community.
- (2) Identifying and providing special protection for vulnerable attendees.
- (3) Keeping symptomatic people out of the venue.
- (4) Ensuring attendees follow physical distancing guidelines.
- (5) Curtailing of droplet and aerosol borne microorganisms.
- (6) Ensuring attendees wear masks while in public spaces.
- (7) Ensuring good hand hygiene while in attendance.
- (8) RNC 2020 staff providing PPE to attendees to enable (6) and (7) above.
- (9) Providing spaces with the best possible environmental hygiene.

Response to an event occurs in many layers.

- (1) In the event that an attendee becomes symptomatic while in Charlotte, the attendees will have a telemedicine capability via the Health Portal to connect the attendee with a local health provider, rather than going to an emergency department or urgent care.
- (2) For people who become ill at the venue, medical aid stations will be established and manned at the venue.
- (3) Local health system partners and Emergency Management will establish medical care facilities within the venue perimeter for more advanced evaluation and any necessary coordination with local hospitals to avoid unnecessary emergency department visits and exposure of the community.

Charlotte On-Site Testing:

Depending upon conditions present at the time of the meetings and status of testing and questionnaire completion from home state, there may be a need for additional testing and questionnaire completion immediately upon arrival to Charlotte. RNC 2020 staff has coordinated the testing requirements with local health systems and will provide means to complete questionnaires on-site.

In addition, RNC 2020 staff must be able to identify attendees immediately upon arrival who need further testing and evaluation. Only attendees with convention credentials who have been successfully screened will be permitted into convention designated zones.

COVID-19 tests will be provided by local health system partners and will be available to all attendees and venue staff who will be in close contact with attendees during convention.

Core Capability - Recovery

Recovery from a pandemic is multi-faceted, but in sum, refers to returning to normal operations, processing lessons learned, revising preparedness plans, re-equipping, and changing policy and protocols based on the experience.

In this case, RNC 2020 will do its part in returning Charlotte and the surrounding community to its pre-convention status. The RNC meetings will have been the first sanctioned gathering of hundreds of people in North Carolina in the previous five months and the first in the midst of a global pandemic. Lessons observed will be documented for future planning, an after action report will be prepared and provided to the RNC, and suggestions for improvement for how to stage such an event in the future in a safe and healthy way will be provided to the RNC.

RNC 2020's use of a **Testing, Health Monitoring, and Social Distancing** process will have brought forth new technologies to establish extremely useful health information to enable future planners to be more effective in procedures, response actions, and protocols for future gatherings.

RNC 2020 will feature a smartphone-enabled health portal that enables coordination with local health systems, health providers, and local health officials.

RNC 2020 will develop a comprehensive Safety and Health after-action report (AAR) following the post-convention tracing period. The report will detail lessons learned especially in the areas of coordination and communications. The report will also discuss the effectiveness of the **Testing, Health Monitoring, and Social Distancing** process and the new technologies used to lower risk for every attendee and the surrounding community. This AAR will be submitted to the RNC for future planning as a key component for the national road to recovery.

[The following Critical Support Functions (CSFs) are defined by the NRF and will be used in this procedural document with their NRF support function number. The definitions have been modified to fit this event]

Critical Support Function 1: Communications

The NRF highlights the importance of **communications and coordination as critical planning factors**. Communications, especially focused on the attendee and local and state government level, is critical to reducing risk for all attendees and the local population. Strategic communications protocols are being developed to inform, educate, and manage expectations of attendees and the general public.

RNC 2020 will prioritize a comprehensive communications plan that will clearly state the goals and actions required to reduce risk for all attendees and stakeholders. Specifically, the messaging will be designed to:

- Educate attendees to the health risks of attending the event in this environment given their particular risk profile.
- Inform attendees and stakeholders of the rationale for protocols and guidelines within Charlotte and venue.
- Managing expectations of new policies, procedures, and protocols relative to past conventions and their effect on convention activities.
- Educate attendees to maximize compliance with public health disease countermeasures as required by the CDC, state, and local health authorities.

The communications plan will adhere to core operating principles to guide each workstream. These include: (1) Clear communication in easily understood terms and mediums that also allow for two-way communication; (2) Transparency and open lines of communication with stakeholders; (3) Speed built by predetermined and discussed response modules and planning with early stakeholder buy-in; (4) Regular communication and frequent updates to build credibility and trust; and (5) Utilization of digital channels to support both speed and need for modifications and updates to processes, as determined by new data and science.

Clear Communication – Processes and procedures will be clearly communicated

to delegates and other attendees in the simplest manner possible, while being as comprehensive as possible. The method for delivering communications will be accessible to all attendees and will utilize a two-way street – meaning that attendees will have an easily accessible medium for asking questions or seeking additional feedback.

Transparency – We will build in transparency and participation from all necessary stakeholders. Planning and procedures will be made in collaboration and coordination with all invested parties, and information will be shared with the public in reasonable timeframes and formats without compromising the security and safety of attendees.

Speed – To ensure accuracy and prevent the spread of disinformation, all information must be verified and may not be immediately released. However, communication about delegate or attendee health status will be communicated as quickly as possible to support health monitoring protocols in place and to manage expectations of attendees. To build in speed, pre-determined response modules and crisis communication planning scenarios will be developed and put into “ready” mode for execution.

Consistency and Credibility – Frequent communication, even if at times redundant, will be prioritized. Over-delivery of processes and protocols, through a variety of mediums, will support absorption and implementation. Delegates and other attendees should be familiar with where and when they will receive updates so that they clearly understand and know the authoritative sources that will deliver information.

Digital Prioritization– Given the need for speed and the likelihood of rapidly evolving scenarios, emphasis should be given to digital platforms to ensure processes and protocols can be readily amended and updated – and information can be distributed in the quickest vehicles possible.

Audiences and Scope - This plan is intended to cover all participants at the convention, inclusive of delegates, RNC 2020 staff, participating vendors and support staff, volunteers, speakers, participating media, and other required

attendees. Each participant will be required to follow the following protocols and procedures and be provided specific communications to guide them through the processes.

RNC 2020 Health Registration Upon Arrival:

All delegates will complete a health registration upon arrival to the Westin Hotel prior to the start of convention activities. There will be an RNC 2020 Health Registration Desk at the Westin Hotel that will be manned and operational starting on Thursday, Aug 20, 2020 and operating through Monday, Aug 24, 2020. The Health Registration will include:

- Validation of completion of pre-travel requirements to include:
 - Completion of Pre-Travel Health Questionnaire
 - Completion of the COVID-19 infection test
 - Completion of Daily Symptom Tracking

After validation of pre-travel requirements, the delegate will be asked if they are currently experiencing any symptoms and will have their temperature checked.

If all pre-travel requirements are completed, and the delegate is not experiencing any COVID-like symptoms, and the delegate does not have a fever, then he/she will be given a health monitoring technology to enable individual health monitoring.

In addition, there will be a capability at the hotel health registration area to complete any of the pre-travel requirements if the delegate has not yet completed these requirements or if there is no record of their completion. This is on an exception basis only and should apply only to a small number of delegates.

There will be pamphlets and handouts available during health registration that describe the **Testing, Health Monitoring, and Social Distancing** process throughout the week. Also, CMO staff and IT staff will be present to answer any questions about the Safety and Health Plan and to answer questions about the use of the Health Portal or other information technology questions including the use of the smart phone to access and use the Health Portal.

All attendees will also be issued face masks and hand sanitizing wipes during the health registration at the hotel.

Critical Support Function 2: Transportation

- All delegates will be responsible for arranging their own transportation from the airport to their Charlotte hotels and from hotels to the airport following the convention. All attendees should follow the local health guidelines when being transported by bus or car to their respective hotels.
- Since all delegates will stay at the Westin Hotel, which is walking distance to the Charlotte Convention Center, there will be no shuttle service from hotels to the venue.
- If a delegate cannot physically walk to and from the Charlotte Convention Center, wheelchairs will be provided in accordance with the Americans with Disability Act (ADA).
- Attendees will be reminded to immediately disinfect hands when exiting buses, taxis, ride shares, and other modes of ground transportation.

Critical Support Function 3 – Engineering and Infrastructure

Venue Considerations:

- Meeting venues are equipped with modern HVAC ventilation with returned air filtration at MERV 15.
- Staff will establish screening checkpoints (to include completion of daily symptom tracker and temperature check) for attendees every morning before convention activities within the Charlotte Convention Center. Temperature checks will be completed by use of forehead scanners.
- Those who fail a temperature check will be referred to secondary screening. They will be given a mask to wear at all times and will be escorted to the secondary screening site. Wheelchairs will be available should the attendee be unable to walk to the secondary screening site.

- Secondary screening will be temperature controlled and positively ventilated or outdoors. These checkpoints will be clearly identified on venue layouts.
- Hand sanitizing locations will be placed at all venue entry points, all entrances from corridors to the main meeting areas. Attendees should sanitize their hands before entry into the venue and upon leaving. Sufficient no-touch dispensers will be available to avoid long queuing.
- RNC 2020 staff will stagger entry and departure times for the venue for key convention activities to permit adherence to social distancing guidelines at entry/exit points and reduce waiting time for entry and exit. Social distancing for entry lines will be clearly marked by tape or other signage.
- Additional locations will be created for delegates to participate remotely as necessary to adhere to social distancing guidelines in place.

Physical Conditions in the Venue to Facilitate Social Distancing:

- RNC 2020 staff will clearly indicate seating based upon state-mandated social distance guidelines and specified queues within the venue via tape on ground, signage, guides, and other clearly labeled and visible means.
- To prevent crowding of public restrooms, additional portable toilets will be brought in where necessary to comply with social distancing.
- All attendees are required to comply with social distancing protocols put in place within the venue.

Personal Protective Equipment (PPE):

- RNC 2020 staff will order, maintain, and distribute PPE for all attendees throughout convention week. The plan will include points of distribution for PPE.
- RNC 2020 staff will have sufficient PPE to provide to all attendees immediately upon arrival. The PPE includes masks, gloves, and portable hand sanitizers or sanitizing wipes.
- In observance with local and state regulations, all attendees are required to wear masks when inside the venue or are otherwise in close contact with other attendees or local populace.

- All attendees must frequently sanitize their hands throughout convention, especially after touching commonly touched surfaces (i.e., bus handrails, food concession counters, restroom surfaces, and sink faucets).
- RNC 2020 staff will order and place additional hand sanitizers throughout the venue.
- As part of the venue layout, RNC 2020 staff will indicate hand sanitizing locations on maps given to attendees. Signage will be placed throughout the venue indicating the importance of wearing masks, sanitizing hands, and complying with social distancing guidelines.

Critical Support Function 5 – Information and Planning

The cross functional COVID-19 planning cell will be reconstituted as “Current Health Operations” during the convention. Representatives will be present at each venue and at the Emergency Operations Center. Members will be connected by video phone or application. They will gather information, modify plans, and communicate modifications with RNC 2020 operations, health systems, city emergency management, and county public health.

Critical Support Function 6 – Housing and Food

Hotel and Lodging:

The delegates will be staying at the Westin Hotel. Other attendees traveling to the convention will be at other hotels within Charlotte.

- RNC 2020 staff will coordinate carefully with hotels and temporary lodging offices to ensure the safety and health guidelines for rooms are implemented and that periodic, sanitizing schedules according to industry standards are followed.
- RNC 2020 staff will optimize travel and hotel arrivals, especially at the Westin Hotel, in order to spread out check-ins to comply with social distancing and to avoid long lines at registration.

- All attendees are required to follow the health protocols and guidelines unique for each hotel and lodging facility.
- RNC 2020 staff will negotiate with the Westin Hotel to accommodate delegates who test positive and must be isolated for 14 days. This includes food deliveries, laundry services, periodic cleaning and decontamination, and hotel staff training.

Restaurants, Food Courts, and Other Food Services:

- There will be sufficient restaurants and food outlets to feed attendees. Food services used by attendees must comply with industry guidelines and all state and local guidelines and restrictions.
- Attendees are required to comply with guidelines and restrictions for each restaurant, food court, or food service. Attendees should sanitize hands during and after meals.
- Meal hours and locations will accommodate distance-seated consumption of food for attendees.
- Distributed meals will be limited to prepared boxed, bagged, or plated meals. Buffets or communal dishes will not be permitted.
- There will be no planned unseated consumption of food or beverages.
- Any plated meals offered will comply with state requirements for participant size, indoor, and outdoor.

Critical Support Function 7 – Logistics

The Logistics CSF encompasses the coordination of comprehensive incident resource planning, management, and sustainment capability to meet the needs of attendees, support staff, and the local community. Logistics also requires the capability to coordinate with the local community for resource support (e.g., medical and personnel support, facility space, equipment and supplies, and contracting services). For RNC 2020, the Logistics CSF is primarily concerned with medical equipment and supplies; PPE, hand sanitizing equipment, screening equipment (i.e., forehead temperature scanners), and signage.

- RNC 2020 staff coordinate with the COVID-19 Planning Cell to determine any additional medical supplies and equipment necessary to support the venue’s Medical Care Stations.
- RNC 2020 staff order, receive, and distribute PPE for all attendees during convention.
- RNC 2020 staff order, receive, and place hand sanitizing stations throughout the venue for use during convention.
- RNC 2020 staff order, receive, and distribute screening equipment (i.e., forehead temperature equipment and computing tablets) for use during convention week.
- RNC 2020 staff ensure that screening personnel are provided and fully trained.
- RNC 2020 staff coordinate with the COVID-19 Planning Cell to determine signage requirements, including floor taping and floor stickers, for use during convention.
- Once the signage plan has been approved, RNC 2020 order, receive, and place signage throughout the venue according to the published floor plan.

Critical Support Function #8 – Medical Services

Medical Emergency while in Charlotte:

Should an attendee develop COVID-like symptoms in Charlotte and outside of the RNC 2020 perimeter (i.e., Convention Center) the attendee should seek immediate medical attention from local health care providers. The attendee should self-quarantine in the hotel room or lodging facility until the attendee is seen by local medical staff. The attendee must report his/her symptoms immediately to RNC 2020 via Health@2020gopconvention.com.

Medical Emergency while in RNC 2020 Perimeter and Venue:

Planning Assumptions:

1. The size of the gathering will be approximately 500 attendees, including delegates, invitees, RNC staff and contractors, security, USSS, and vendor/partners.

2. The duration of the meeting will be 4 days, from August 21st through August 24th, 2020.
3. The goal of medical response is to provide state-of-the-art emergency medical care while keeping delegates/attendees from having to leave the venue for medical care to the greatest extent possible.
4. Attendees will utilize on-scene medical response assets and physician care and, if needed, ready transport to a tertiary care center.
5. If hospital care is needed, attendees will be able to choose either of two health systems for their care.
6. On-site medical care at the meeting venue will be provided at no charge to the attendee, but attendees will be financially responsible for other or higher levels of care.

Medical Assets:

- The medical team in the meeting venue will be organized and staffed by Atrium Event Medicine and Mecklenburg Emergency Medical Services (MEDIC) with similar capabilities to what they provide at Bank of America Stadium for full-stadium gatherings.
- The care team will be led by an emergency medicine physician with nursing and technical staff and will be capable of emergency medical evaluation and limited medical procedures (i.e. simple wound repair).
- MEDIC will have supervisory personnel and a telecommunicator in the venue Command Center to coordinate emergency response and transportation.
- Attendees who have medical needs at locations other than the meeting venue will have access to telemedicine providers from the health system of their choice. Both systems will have “concierge navigators” on standby to assist attendees transported to the hospital.
- A list of physician specialists with privileges in both health care systems will be on standby to see a delegate/attendee in the most appropriate and convenient location should it be necessary.
- RNC convention staff with radio communications will be present in meeting rooms, corridors, and escalators to manage queuing with distance and to detect any need for medical care to attendees.
 - Medical care can be assessed by reporting to the Care Station, by notifying RNC convention staff or by calling 911. Attendees will be made aware of this in written and oral form.

- 911 calls placed from the venue will be routed from the county 911 dispatcher to the Operations Center.
- Atrium Event Medicine monitors the Convention Center radio system, which will also be monitored inside the Convention Center Command Center. The MEDIC supervisor and telecommunicator will assist Atrium with dispatching services from the Command Center.
- If a patient requires transport by ambulance, Atrium Event Medicine will notify the MEDIC telecommunicator in the Command Center of the request.
- RNC convention staff will assist delegates/attendees with non-emergency transportation to a medical facility as well as coordinate transportation back to the venue or return to the hotel.
- The on-site emergency physician will notify the physician at the receiving facility/office/urgent care that the delegate/attendee will be enroute (either by personal vehicle or by MEDIC).

Procedures: (refer to Figure 2: Onsite Patient Flow)

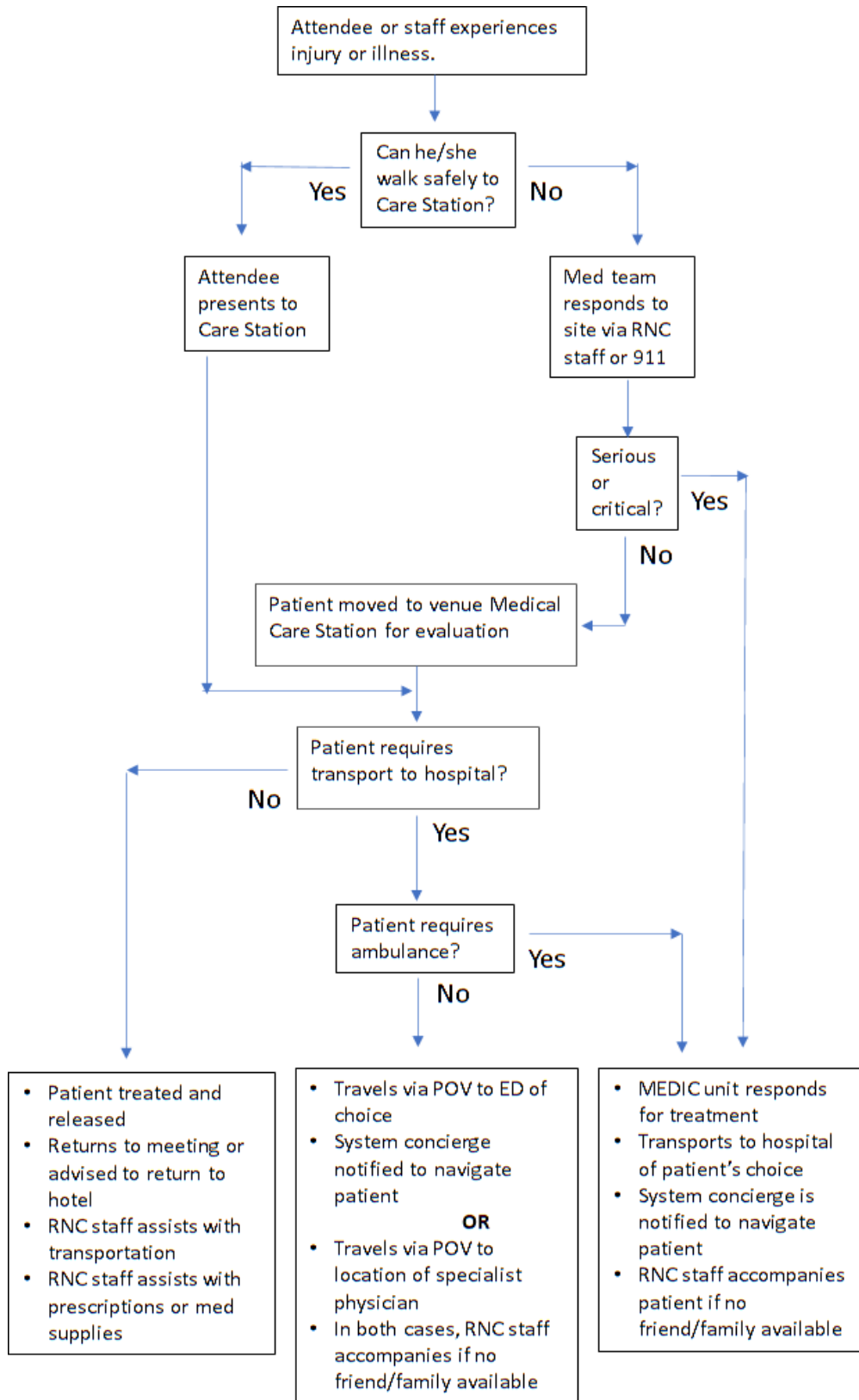


Figure 2: Onsite Patient Flow

Critical Support Function #13 – Safety and Security

As it applies to health considerations, enforcement of health rules for attendees will make a material difference in risk reduction for transmission.

- As required by state and local health guidelines, all attendees will be required to wear masks in all public spaces, for entry into a venue, and for all activities within a venue. The only exceptions are designated zones (i.e., food courts and dining areas) that strictly adhere to social distancing requirements.
- All attendees are required to wear their convention credential (worn around the neck), their health monitoring technology and screening wristband (different color for each day of the convention) for entry into and activities within the venue.
- Prior to travel, all attendees will certify that they understand the state and local health guidelines and protocols and will comply with the health guidelines and protocols while in Charlotte attending convention activities. During the hotel registration, the attendee certification will be verified by RNC 2020 staff and credentials and health monitoring technology will only be given to the attendee if the certification has been completed.
- Security for weekend meetings will be provided by private contract with the RNC in coordination and collaboration with local and federal law enforcement.
- Security for August 24 meetings will be conducted in accordance with protocols for a National Special Security Event (NSSE).
- Neither contract security nor security participating in the NSSE will enforce solely requirements for masks or social distancing.

Appendix A: Convention Planning Policy on Public Health Compliance

POLICY STATEMENT

HEALTH AND MEDICAL SUBCOMMITTEE, REPUBLICAN NATIONAL CONVENTION PLANNING COMMITTEE

Authorities: 18 USC 879(Section 3056); NCGS 166A-19.30(b) and NCGS 166A-19.22; NCGS 130A-41; NCGS 130-41(b)(4); NCGS 130A2(3a); NCGS 130A-2(7a); NCGS 130A-145(a); NCGS 130A-145(d).

Policy: Compliance with Public Health Standards and Requirements

The Republican National Convention Planning Committee will comply with all applicable NC statutes and authorized directives with the goal of (1) staging an in-person convention while meeting prescribed safety and health measures dictated by federal, state, and local public health authorities and (2) to prevent the spread of COVID-19 among invited convention attendees, support staff and agencies, the media, and the community.

The committee recognizes that the current stage of the pandemic is such that large events are not recommended by federal public health authorities. These recommendations do not take into account the physical characteristics of the meeting spaces, ventilation and filtration, protocols for health screening, virus testing and other risk mitigation strategies; and that social distancing, prevention of droplet or aerosol spread of the virus, frequent hand sanitization, and surface decontamination are required. As such, operational planning for the convention will be performed within these parameters, including sizing of the sponsored gatherings in accordance with the characteristics of the physical space, ensuring adequate personnel and equipment specific to the additional operational requirements imposed by the pandemic, and synchronizing plans and actions with local health facilities and other healthcare resources and public health authorities.

Date: 03 August 2020

Appendix B: “Would you like to Learn More?”

Presidential Coronavirus Task Force

[Opening Up America Again](#)

CDC

[How to Protect Yourself and Others](#)

[Symptoms of Coronavirus](#)

[What to do if you are sick](#)

[People Who Need to Take Extra Precautions](#)

[Considerations for Travelers](#)

State of North Carolina

[North Carolina COVID-19 Information Hub](#)

[North Carolina COVID-19 Executive Orders](#)

[Count on Me: Guide for Restaurants and Businesses](#)

Mecklenburg County

[Update on Novel Coronavirus](#)

City of Charlotte

[City of Charlotte COVID-19 Updates](#)

Appendix C: COVID-19 Planning Cell Membership

David W. Callaway, MD
Director, Division of Operational and Disaster Medicine
Atrium Health

Kip Clark, CHPA
Novant Health
Director, Public Safety and Emergency Management

James D. Clarke, MBA
Director of Emergency Management
Atrium Health

Sidney M. Fletcher, MD
Senior Vice President and Chief Clinical Officer
Novant Health

Gibbie Harris, MSPH, BSN
Public Health Director
Mecklenburg County, NC

Lisa W. Rentz, MD
Mid-Atlantic Emergency Medical Associates
Director, Event Medicine, Novant Health

Jeffrey W. Runge, MD
Senior Medical Advisor
2020 Republican National Convention

James A. Sample
Director of Operations
2020 Republican National Convention

Kevin Staley, CEM
Mass Care Manager
Charlotte-Mecklenburg Emergency Management

Michael Stanford
Operations Manager
Mecklenburg EMS Agency

Appendix G: Communications Plan

As previously addressed, communications with all stakeholders remains a critical support area for the operational plan. This plan is designed specifically to guide the release of information to engaged parties in a strategic, timely, and clear manner with a goal of mitigating the spread of misinformation, addressing FAQs, and promoting adherence to the operating principles. Effective communication to the right audiences is instrumental to the health and wellbeing of all participants and the local community.

Goals:

- Clearly communicate the health and safety protocols in place **to all attendees and stakeholders**
- Mitigate the spread of misinformation by identifying FAQs early on from all areas of the operation, and developing proactive and reactive communications
- Deliver information in a clear, consistent, and referenceable manner. Information should also be delivered regularly, promoting adoption and absorption
- Foster opportunities for two-way communication between Committee on Arrangements (COA) organizers and convention attendees, ensuring concerns and questions are quickly addressed
- Demonstrate a holistic effort between COA and the community to protect the health and safety of attendees and the local community

Communications Platforms Available:

All assets and communication platforms will be appropriately branded to signal guidance is official and to be trusted.

- Email Communication
 - Pertinent information delivered directly to attendees, media, and community stakeholders
- Social Media Platforms
 - Used for communication and sharing statements as appropriate

- Press Releases and Media Advisories (as needed)
 - Used to distribute planning and logistical information to press; release of new information; and schedule
- Text Message Communication
 - An advanced alert system to notify attendees in real time via texts of pertinent information and guidance
- Video (60 seconds)
 - A video to play on repeat educating and reminding attendees on health and safety guidelines
 - Will be playing inside Charlotte Convention Center and on loop in hotel lobbies where attendees are staying. Also hosted on website.
- Travel Resources
 - Pre-travel educational materials will be provided to attendees prior to departure.
- Signage (Digital and Print)
 - Branded promotion of key reminders in venue locations with directional and instructional information. Infographics displayed on meter boards throughout the venue
 - Visual image of the travel process and steps for abiding to health and safety protocols
 - Visuals to be used in signage
- **Key Audiences**
 - Delegates and attendees
 - Media
 - Community / Government / General
 - Corporate / Community Partners

Delegate Communications

- **When:** Communications to delegates will happen pre-travel; upon arrival; during-convention; post-convention
- **Format:** The primary format of communication will be e-mail and digital based
- **Info:** Key information to be communicated includes:

- Pre-Travel Health Questionnaire
- Travel process
- Health Portal
- Health protocols/operations
- Day to day expectations
- **Process:** To facilitate absorption and compliance, we will provide travel resources including informational and educational materials for attendees to review.
- **Channels:** Regular emails will be sent to keep delegates informed with the latest developments and updates.
- **Champions:** State party leaders will be activated to further distribute and share information with state delegates.

Media Communications – Local / Community

- **When:** Ongoing and tied to information availability. On record and off record for planning purposes only.
- **Format:** The primary format of communication will be through statements, press releases, and other methods as appropriate.
- **Process:** As information is available, the COA Press team will distribute relevant information.
- **Channels:** The COA communications team will continue to utilize the press e-mail address (press@2020gopconvention.com) to accept and respond to media inquiries in a timely manner.
- **Primary Spokespeople:** COA Communications Team

Crisis Communications

It is inevitable for certain situations to arise during the pre-convention, convention, and post-convention events. In order to be prepared to quickly respond and communicate necessary information, scenarios with responses will be developed. This planning process will include:

- Anticipated scenarios with situations across all COA operations

- Tabletop exercises including reporting situations in real-time
- Process and channels to distribute information to public
- Tracking and monitoring process

Community Communications

Community communications is integral to our health and safety plan. The COA communications team will maintain regular and timely communication with the local media as well as local stakeholders, including:

- Charlotte Regional Visitors Authority
- City of Charlotte officials
- Mecklenburg County officials

The COA communications team will continue to utilize the press e-mail address (press@2020gopconvention.com) to accept and respond to media inquiries in a timely manner.

Attendee Communications:

High Level Talking Points:

- RNC 2020 Convention goal is to execute a zero-transmission & transparent event.
- All attendees will agree to certain protocols as outlined by the Committee on Arrangements & health officials.
- COA & health officials will abide by all HIPPA laws.

Pre-Travel Agreement:

- All attendees agree to & certify completion of the following:
 - Completion of Pre-Travel Health Questionnaire
 - Completion of the COVID-19 infection test
 - Completion of Daily Symptom Tracking
 - Review of pre-travel resources
 - If attendee tests positive for COVID-19 during the event, attendees agree to extend their stay in Charlotte for self-isolation, unless able to secure safe/private transportation home.
 - Follow all pre-post & onsite health guidelines & protocols including throughout travel.

Pre-Travel Guest Guidance:

1. Email announcing the work of the SHWG and further guidance will be forthcoming whereby state POC's will be responsible for confirming receipt & distribution to delegation.
2. COA will provide education materials for attendees to download and set up Health Portal.
3. Complete a pre-travel health questionnaire to inform them and the health system partner of their risk of transmission or requiring health care.
4. Obtain a test for active COVID-19 and complete according to provided instructions.
5. Agree to enhanced social distancing prior to travel.
6. Agree not to travel if they test positive for COVID-19.
 - a. If test is positive, defer to an alternate under RNC rules.

Pre-Participation Guest Guidance:

1. The pre-travel health questionnaire will be repeated at the host hotels and have temperature measured.
2. Those who pass screening and fever detection will be given a health-pass bracelet and be allowed to walk to the venue where they will proceed to the magnetometers through a fast-pass lane.
3. Those who have a fever will be evaluated by on-site medical professionals, receive a COVID-19 test, and be asked to self-isolate.
 - a. The health system partners will return a result within 6-8 hours.
 - b. Attendees with a negative test will be eligible for screening the following day if asymptomatic.
 - c. Attendees with a positive test will be required to remain in isolation, will be referred to the county health department for health monitoring and will be offered a telemedicine visit with the health system partners. Medical attention will be available on-site within the security perimeter, the venue and by telemedicine application. In addition, acute medical care will be pre-arranged should symptoms worsen while in Charlotte.

While Attending Guidance:

1. Attendees will treat other attendees as if they are capable of transmitting COVID-19 or are susceptible to severe illness if they contract the virus.
2. Attendees will agree to maintain a 6-foot distance from other attendees, which seating and guidance in physical spaces will accommodate.
3. Because the movement of people in crowds will not always allow for distancing at every moment, and in accordance with state and local guidelines, face coverings will be worn as a condition of participation. Accommodations will be made for some food and beverage consumption in the outer corridors of the venue. No food or drink will be allowed in the venue itself.

Post-Convention Guidance:

1. When attendees depart Charlotte and return to home state, in line with CDC and local guidelines, all attendees should practice enhanced social distancing.

2. Attendees will be asked to self-report any illness upon returning home via the health portal.
3. RNC 2020 will contact every attendee between 14 and 21 days after the event by email or text to determine current health status and the presence of any COVID-19 symptoms via the health portal.
4. Any interview that detects symptoms or signs of COVID-19 or has a confirmed case will be referred to local health officials to initiate contact tracing.
5. Following the completion of post-event follow-up, aggregate data will be shared with public health officials when necessary to meet state and local guidelines or support contact tracing.

Signage Needs:

Hotel Check in:

Health Registration

During event:

Health Screening

Wear masks

Stay 6- feet apart

Wash your hands frequently

No food or drink in the venue

Appendix H: Transportation Plan

Unlike other conventions, there will be no shuttle service during convention week. All delegates will be staying at the Westin Hotel which is a short walk to all convention activities in the Charlotte Convention Center. Transportation health guidelines are outlined below:

- All delegates will be responsible for arranging their own transportation from the airport to their Charlotte hotels and from hotels to the airport following the convention. All attendees should follow the local health guidelines when being transported by bus or car to their respective hotels or back to the airport.
- Since all delegates will stay at the Westin Hotel, which is walking distance to the Charlotte Convention Center, there will be no shuttle service from hotels to the venue.
- If a delegate cannot physically walk to and from the Charlotte Convention Center, wheelchairs will be provided in accordance with the Americans with Disabilities Act (ADA).
- Attendees will immediately disinfect hands when exiting buses and other modes of ground transportation.

Appendix I: Hotels and Venue Plan

Health Guidelines for Hotels and Venues

Health guidelines for hotels and venues follow the guidance issued by the Presidential Coronavirus Task Force, the Centers for Disease Control and Prevention (CDC), and the National Institute for Allergies and Infectious Diseases (NIAID), as well as documents published by the North Carolina Governor's Office, in the form of COVID-19 Executive Orders, and the North Carolina Department of Health and Human Services.

In addition, hotels and venues are expected to follow these requirements and guidelines as well as specific industry guidelines for hotels and venues. The North Carolina Governor has issued Executive Order 151, Jul 16, 2020 which clearly states health requirements and guidelines for hotels and venues for parties and receptions and extends those requirements and guidelines through August 7, 2020.

In compliance with these health guidelines, RNC 2020 staff is developing floor plan layouts for the Westin Hotel and the Charlotte Convention Center. The floor plan layouts follow and the Governor's guidance emphasizing:

1. Social Distancing
2. Face Covering (i.e., wearing of masks)
3. Hand and environmental hygiene
4. Maximum occupancy by square footage of space
5. The use of signage to aid with compliance of health guidelines
6. Other planning factors and requirements

Floor Plan layouts are currently being finalized. Once completed, they will be included as part of this plan. A sample layout may be found at the end of this appendix.

Basic Signage Information

- All signage to be used during RNC 2020 to be designed and produced by a combination of Cavalier Communications and Freeman
 - Freeman labor will handle all installation of signage

- COVID specific signage to be produced in addition to original signage plan
 - COVID specific signage to include:
 - Circular floor graphics to remind guests of social distancing policy
 - 12"x12" circular vinyl graphics
 - These will be placed throughout convention footprint, specifically outside of external doors where guests will queue, in front of concession stands, in the elevator lobbies and in the space in front of escalators
 - Rectangular signs to be placed on walls or in sign stands that remind guests to wash their hands and/or use hand sanitizer
 - 22"x28" rectangular signs on gatorboard or foamcor
 - To be placed just inside all doors of the building, outside of restrooms and concession stands
 - Rectangular standalone signs to remind guests to wear face coverings, practice social distancing where possible and to practice good hygiene
 - 28"x44" rectangular standalone signs
 - To be placed in all high trafficked areas of convention footprint so as to be easily seen i.e. at all entry points, inside major entries to buildings, at all stairwell landings and elevator lobbies

Floor Plan Layout: Aug 24 Session

Appendix J: Personal Protective Equipment (PPE) Plan

Actions:

1. Determine the quantity and type of personal protective equipment (PPE) that will be required by MCHD and the venue
2. Communicate to each attendee the PPE needed for travel and what will be provided for them upon arrival
3. Maintain and distribute PPE for attendees throughout the days of convention with plans for points of distribution and communication

Assumptions:

500 or fewer attendees at the Westin

- 500 or fewer Delegates per day
- Masks required, in accordance with state and local guidelines
- Gloves for anyone who will serve food
- Sanitizer stations located around the perimeter and inside of the Westin
- Individual hand sanitizer distributed to guests
 - 500 bags of 12 “one-use” hand sanitizer packets
 - 3 hand sanitizer packets per day
- Temperature checks upon arrival
- Plexi-glass used as a barrier between guests and food servers and guest services windows

500 or fewer attendees at the Charlotte Convention Center

- 500 or fewer Delegates per day
- Masks required
- Gloves for anyone who will serve food
- Sanitizer stations located around the perimeter and inside of CCC
- Individual hand sanitizer distributed to guests
 - 500 bags of 12 “one-use” hand sanitizer packets
 - 3 hand sanitizer packets per day
- Temperature checks upon arrival
- Plexi-glass used as a barrier between guests and food servers and guest services windows

PPE Required for travel:

- All attendees flying to Charlotte must wear a face mask while at the airport and on the plane
- All attendees driving should wear a face mask when stopping at gas stations
- All attendees should consider bringing and using hand sanitizer often when traveling and before eating
- Attendees do not need to wear gloves while traveling unless they choose to

Distribution Options:

1. All attendees are required to supply their own masks for the entirety of the Convention
2. All attendees are provided with a mask upon check in once in Charlotte (from the COA/RNC)
 - a. All hotels are stocked with masks that each attendee will receive upon check-in
 - b. All delegates will receive a mask in a welcome bag
 - c. All MAG check points will be stocked with masks and each attendee will receive a mask upon arrival to perimeter
3. Hand sanitizer stations will be positioned throughout perimeter
 - a. All MAG points to have a hand sanitizer station
 - b. Entrances and Exits to have a hand sanitizer station
 - c. Stations positioned throughout Charlotte Convention Center/Westin Hotel
4. All attendees are provided with a pack of 12 “one-use” hand sanitizer packets
 - a. All delegates will receive these packs in a welcome bag