



AHIMA is committed to providing our CSAs with the appropriate tools and resources to respond to the growing concern of the novel coronavirus (COVID-19) in the US. As you plan your annual meetings, we know you will keep the health and safety of all participants a top priority. AHIMA recommends the following precautions at meetings:

- Encourage a “handshake-free” meeting.
- Make hand sanitation sites available in public areas, providing alcohol-based hand sanitizer for all attendees and staff.
- Provide disposable, disinfectant wipes so that commonly used surfaces (e.g. laptop, presentation materials, tables, etc.) can be routinely wiped down.

CSA meeting planners and staff should actively monitor CDC, WHO and AHIMA updates for further information. AHIMA also recommends the following:

- Provide printed copies of the CDC’s safety measures related to COVID-19 to all attendees at registration.
- Advise attendees to stay away from the event if they feel ill. If they become ill at the event, they should not stay at the meeting.
- Promote appropriate hand hygiene and respiratory etiquette at the meeting.
- Make sure soap and water or alcohol-based hand sanitizers and tissues are easily accessible.
- Limit crowding when possible. For example, try minimizing congregation at sanitary stations, food and water distribution, and registration.
- Consider recommending that members refrain from shaking hands to prevent infection spread.
- Consider ways of making content available to attendees who may not be able to attend.
- Stay aware of the latest information on the COVID-19 outbreak.

Finally, here are some recommendations from the Professional Convention Management Association:

- Review contracts to determine whether there is any provision which may excuse the group’s performance based on COVID-19.
- Check your event cancellation insurance policies.
- Examine communications to meeting attendees, exhibitors, vendors, and other stakeholders.

The latest up-to-date information is available at [AHIMA.org/covid19](https://www.ahima.org/covid19).