

Preparedness and Safety Plan

Co+nvergence Conference 2025
(Updated July 2025)





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Important Information

Preparedness and Safety Mission

We look forward to reconnecting with you at Co+vergence. This safety plan outlines the protocols based on current recommended guidelines. It includes medical facilities in close proximity to the conference location, best travel tips and protocols for different scenarios. ***If anything changes after this plan is published, we will alert you immediately.***

Infectious Disease Safety

NCG will continue to monitor all current local, state and CDC recommended guidelines to implement safety measures to meet in person more safely. We will continue to update our guidelines if the situation changes.

Find additional information here: <https://www.cdc.gov/respiratory-viruses/guidance/>

Contact Information

If you have any questions about this safety plan, please contact:

[Jenny Ng](#), Event Planning Senior Manager
Phone: 612-475-0887

[Myrna Ganley](#), Chief People Officer
Phone: 612-342-2816

Venue Information

Saint Paul RiverCentre	
Address	175 West Kellogg Blvd. St. Paul, MN 55102
Phone	651-265-4800
Event location	2nd Floor, Ballroom ABEF
Evacuation meeting location	Science Museum of Minnesota lawn (across Kellogg Blvd.)
Venue security contact	Alert NCG staff or a RiverCentre employee, or use the security call buttons in parking ramps.
For security escort, call	651-265-4847
Venue AED	Alert NCG staff or a RiverCentre employee. <ul style="list-style-type: none">• Level 1 (Exhibit Hall Level) — across from the Operations break room• Level 2 (Kellogg Lobby) — by the West show office• Level 4 (Ballroom Level) — across from elevator 2



Hotel Information

InterContinental Hotel Saint Paul Riverfront	
Address	11 East Kellogg Blvd. St. Paul, MN 55101
Phone	651-292-1900
Event location	Sleeping rooms only
Evacuation meeting location	Kellogg Park (across the street)
Venue security contact	Dial 0 and ask for security

Hampton Inn & Suites Downtown St. Paul	
Address	200 7th Street West St. Paul, MN 55102
Phone	651-224-7400
Event location	Sleeping rooms only
Evacuation meeting location	Across the street by Holiday Inn
Venue security contact	Dial 0 and ask for security or call 651-224-7400

Evening and Off-site Events	
Thursday, August 14: Science Museum of Minnesota 120 W. Kellogg Blvd. St. Paul, MN 55102	In the case of an evacuation or shelter in place, museum staff will provide directions. Please contact museum staff if an AED or any emergency assistance is needed.
Friday, August 15: Amsterdam Bar and Hall 6th Street and Wabasha St. Paul, MN 55102	In the event of evacuation, we will gather across the street either at Osborn Plaza or the surface parking lot on 6th Street. In the event of severe weather, guests will be escorted to the basement of the parking ramp. If an AED or emergency assistance is needed, please contact Amsterdam staff. If you would like an escort back to your car, please contact Amsterdam staff.
Contacts	Jenny Ng , Event Planning Senior Manager Phone: 612-475-0887 Jessie Green , Meeting and Events Coordinator Phone: 612-443-5966

Shuttle Information	
Shuttle Assistance	Jenny Ng , Event Planning Senior Manager Phone: 612-475-0887



What to Expect



You must sign a waiver to attend in person.



Be aware that an inherent risk of exposure to communicable or infectious disease exists in any public space where others are present. By attending an NCG event, you voluntarily assume all risks related to potential exposure.



Please do not attend the event if you are ill or experiencing symptoms of an infection. NCG encourages attendees to follow [CDC guidelines](#) with respect to respiratory illness and comply with any local, state and federal health mandates in effect. Masks are welcome but not required unless the local infection rate at the time of the event warrants mandatory mask wearing. NCG will provide guidance in the event local, state or federal law requires masking for a specific event. Please respect the right of others to mask or not mask.



You must agree to abide by all health and safety mandates provided by federal, state and local government agencies and officials, NCG and the event venue.

Illness

Please do not attend the event if you are ill or actively experiencing illness symptoms.

Symptoms include:

- A temperature equal to or greater than 100.4 degrees F
- New or worsening cough
- Shortness of breath or chest tightness
- Sore throat
- Vomiting/diarrhea
- Extreme fatigue
- Loss of sense of taste or smell
- Persistent muscle aches
- Headaches
- Other symptoms, as listed by the CDC

For those who feel ill on-site, COVID-19 self-tests will be available at the NCG info desk.



Vaccinations and Masking

NCG encourages attendees to follow [CDC guidelines](#) with respect to respiratory disease and comply with any local, state and federal health mandates in effect. Masks are welcome but not required unless the local infection rate at the time of the event warrants mandatory mask wearing. NCG will provide guidance in the event local, state, or federal law requires masking for a specific event.

Before the Event

Waiver

Attendees will need to complete a safety and event waiver on-site at Co+nvergence. The text below shows the content of the waiver document at the time that this safety plan was published.

Co+nvergence Safety and Event Waiver

By registering for and attending the 2025 Co+nvergence conference, you agree to abide by and engage in the outlined safety and attendee code of conduct while attending the event. This includes, but is not limited to:

Attendee Code of Conduct

Meeting and Event Commitments

We believe our community should be truly open and safe for everyone. As such, we are committed to providing a friendly, safe and welcoming environment for all.

NCG expects all participants to join us in:

- Creating an environment of respect and safety
- Respecting diversity, differences of opinions and experiences
- Taking ownership of our thoughts, words and actions

Consent and Event Safety

We are gathered here to enjoy ourselves and our community. Honoring each and every person's boundaries, bodily autonomy and safety are an important part of that. Consent is clear, coherent, willing, ongoing and can be revoked at any time. If you feel uncomfortable about a situation that involves you or others, please contact an NCG staff member for assistance. In the event of a formal investigation, NCG is committed to maintaining privacy as much as possible.

Infectious Disease Safety

Please do not attend the event if you are ill or experiencing symptoms of an infection, or if current CDC guidance regarding respiratory illness recommends that you quarantine or isolate. NCG follows [CDC guidelines](#) with respect to respiratory viruses and will comply with any local, state and federal health mandates in effect. Masks are welcome but not required unless the CDC or local guidance at the time of the event warrants mandatory mask wearing. NCG will provide guidance in the event local, state or federal law requires masking for a specific event. Please respect the right of others to mask or not mask.



Acknowledgement

I have read, understand and agree to abide by the safety and attendee commitments outlined in this document, and I will follow all safety protocols implemented during the 2025 Co+nvergence conference. By attending Co+nvergence, I assume all risks and accept sole responsibility for any injury, illness, damage, loss or expense that I may experience or incur in connection with exposure, infection and/or spread of respiratory illness due to my attendance at the 2025 Co+nvergence conference.

Travel Tips

Please review your airline and car rental safety requirements prior to travel.

Plan on longer wait times when traveling and be aware that many businesses may be understaffed.

We encourage you to consider these general travel safety tips:

- Hotel security escorts are available upon request.
- Check with the hotel about water/snacks/meals available on-site if you have a late arrival.
- Explore the city in the daylight. Stick to well-populated areas and carry your valuables close to your body. Stay with a group if going out after dark.
- Carry an external backup battery for your phone.
- Information like your hotel address, room number, room key codes, travel documents and other security information should be kept confidential. Try not to speak loudly when discussing this information and don't share it with others outside of your work group.
- When using a rideshare, make sure you verify the car description and license plate number (provided when you have requested and been matched with a car) prior to entering the vehicle.
- When taking a Lyft/Uber, ask the driver who they are picking up.
- Only keep what you need on your person. If possible, keep non-essentials in a safe in your room. Consider leaving sentimental or expensive items at home.
- Set aside an amount of money or a separate credit or ATM card in your room safe so you have funds in case your purse or wallet is lost or stolen.
- If you get lost, step into a café or shop before referring to a map.
- Don't leave drinks unattended.
- Walk in groups instead of alone in areas like parking lots.
- Utilize NCG shuttles.
- Try to use pre-paid parking lots.
- Choose a consistent place to keep your room card key at all times.



On-site During the Event

Conference Venue Safety

Firearms

NCG bans firearms at all NCG events and in all events spaces. Attendees in violation of this ban will be asked to leave.

Smoking Policy

Under the provisions of the Minnesota Clean Indoor Air Act of 1975, Saint Paul RiverCentre and Roy Wilkins Auditorium are non-smoking buildings. Smoking, including the use of e-cigarettes, vaporizers or similar products, is not permitted within 25 feet outside any entrance or exit. This policy includes the venue's enclosed loading dock.

Infectious Disease Control Measures

Saint Paul RiverCentre safety protocols include:

- All facility HVAC filtration systems have been upgraded to MERV-13 air filters.
- All HVAC systems run at full economizer levels as outside air conditions allow.
- Contactless hand sanitizer dispensers are placed in key locations throughout the facility.
- Public areas of the venue are cleaned and sanitized on an ongoing and frequent basis.
- Use of Clorox® Total 360® System Electrostatic Sprayers for multiple surfaces including hard-to-reach places — sides, underside and backside of surfaces and furnishings.
- NanoSeptic self-cleaning adhesive skins continuously eliminate bacteria and are placed on high-touch door handles and elevator buttons.
- Novalent AM RTU, a liquid anti-microbial product, is sprayed on high-touch surfaces to help prevent bacteria/microorganisms from adhering to the surface. Novalent inhibits microbial growth for up to 90 days.
- Escalator handrails will be retrofitted with KONE Handrail Sterilizer which uses a UV sterilization module to continuously eliminate harmful bacteria on handrail surfaces.

Vendor Showcase

- Sanitizer stations will be placed throughout the show floor.
- Samples are encouraged to be in grab-and-go or individual portions when possible.
- Exhibitors will be encouraged to clean and disinfect high-touch areas frequently.

Food and Beverages

Food stations will have a sanitizing station. Although there is no outdoor eating space available, you are welcome to utilize other spaces that are less crowded.

Registration

Buttons indicating different levels of comfort around distancing will be available at the NCG info desk. These are not indicative of vaccination status. We ask that you respect and honor individuals' level of comfort.

Personal Protection

Disposable masks, sanitizer and wipes will be available.



Conference Room Setup

NCG will use quiet air purifiers at the event. We will recommend areas for eating and sitting for those who would prefer spaces that are less crowded.

Hotel Safety

InterContinental Hotel (Sleeping Rooms)

- Reduced contact at check-in and check-out
- Routinely deep clean high-touch surfaces
- Security escorts are available

Hampton Inn & Suites (Sleeping Rooms)

- Partnership with Reckitt®, makers of Lysol® and Dettol®, to help deliver an even cleaner stay from check-in to check-out
- Increased cleaning of public areas
- Security escorts are available

Illness On-site

Attendees are expected to isolate if they or someone with whom they had close contact (including the person with whom they room) becomes ill during the event. COVID-19 self-tests will be available at the NCG info desk.

Please contact:

Jenny Ng, Event Planning Senior Manager

Phone: 612-475-0887

Myrna Ganley, Chief People Officer

Phone: 612-342-2816



Local Medical Facilities

Category	Name	Phone	Distance from Venue
Hospitals with 24-hour emergency room	Regions Hospital 640 Jackson Street St. Paul, MN 55101	651-254-3456	1.1 miles
	United Hospital 333 Smith Avenue N. St. Paul, MN 55102	651-241-8000	0.3 miles
Non-emergency care facility or “walk-in” clinic	HealthPartners Urgent Care 205 Wabasha Street S. St. Paul, MN 55107	952-853-8800	1.0 miles
Pharmacy	Walgreens Pharmacy 398 Wabasha Street N. St. Paul, MN 55102 <i>Pharmacy hours are limited; please check online before visiting.</i>	651-224-6030	0.4 miles
	Wellness Pharmacy at Fairview Community Health & Wellness Hub 45 10th Street W., Suite 1045 St. Paul, MN 55102	651-793-2273	0.3 miles
	Walgreens Pharmacy 734 Grand Avenue St. Paul, MN 55105	651-698-8859	1.6 miles

Safety Protocols

Evacuation and Fire Plan

The following is a comprehensive emergency plan to ensure the safety of employees and attendees in the event of an emergency at an NCG meeting or event.

- In the case of emergency, it is important to remain calm. Call 911 if the situation is life threatening. In the case of evacuation, use the nearest exit.
- The designated meeting area is at the **Science Museum of Minnesota lawn**.
- In case of a fire, when an alarm goes off, stop and listen to the instructions carefully and follow them immediately. Check the temperature of each door with the back of your hand before opening it. Do not open a door if it is hot.
 - If caught in smoke: Do not inhale smoke or fumes. Drop to your hands and knees and crawl toward the exit. Stay low to the ground, hold your breath as much as possible, breathe shallowly through your nose and use a filter over your face, such as a towel.



- If trapped in a room: Wet and place cloth material around or under the door to keep smoke from entering. Close as many doors as possible between you and the fire and be prepared to signal to someone outside.
- Do not use elevators or escalators.
- Watch for incoming firefighters and other emergency personnel. Direct them to the emergency. Please don't assist them unless asked.
- Proceed directly to the designated meeting area. Don't try to reenter the facility until given the "all clear" by emergency personnel or appropriate staff.

Severe Weather

In the event of severe weather like a tornado warning, RiverCentre staff will make announcements over the public address system once the building staff is notified or aware of severe weather. Event attendees will be directed to Meeting Rooms 10-15 on the upper level or Exhibit Hall AB on the lower level, depending on where attendees are within the facility. Please follow the instructions of the RiverCentre staff.

Tornadoes

A *tornado watch* indicates severe thunderstorms or tornadoes are both possible. During a tornado watch, continue your normal activities, but also keep track of the latest weather reports by checking a reliable online weather source (weather.com, accuweather.com, weatherbug.com, etc.) and be ready to seek shelter if necessary.

A *tornado warning* means tornadoes have been sighted in the area. If a tornado warning has been issued by the National Weather Service, a tornado siren will sound, and guests should take cover immediately. In the event of a tornado warning:

- Remain calm.
- Move away from the perimeter of the building and exterior glass.
- Leave perimeter rooms and close doors.
- Do not use the elevators.
- Take an enclosed stairwell to the basement for shelter.
- Use handrails in the enclosed stairwells.
- Keep talking to a minimum.
- Do not leave the building unless specifically requested to do so by emergency personnel.
- Be ready to merge with people evacuating from other floors.
- Remain in a safe area until the "all clear" signal is given by the National Weather Service or a person from the property management team.

Active Shooters

An active shooter is an individual or multiple individuals actively engaged in killing or attempting to kill people in a confined space or highly populated area.

Active shooter situations can change quickly and unfold rapidly. In order to stop a shooter and minimize harm to a community, an immediate response by members of the community and deployment of law enforcement resources is critical.



RUN: Evacuate if possible

- If there is considerable distance between you and the gunfire/armed person, quickly move away from the sound of the gunfire/armed person. If the gunfire/armed person is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.
- Leave your belongings behind.
- Take others with you, but do not stay behind because others will not go.
- Call 911 when it is safe to do so. Do not assume that someone else has reported the incident. The information that you are able to provide law enforcement may be critical (e.g., number of shooters, physical description and/or identification, number and type(s) of weapons and location of the shooter).
- It is not recommended to pull the fire alarm as this can create crowding; instead try to evacuate as quickly as possible.

HIDE: Hide silently in as safe a place as possible

- If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the armed person's view.
- Choose a hiding place with thick walls and few windows, if possible.
- Lock doors and barricade with furniture, if possible.
- Turn off lights.
- Silence phones and turn off other electronics.
- Close windows, shades and blinds, and avoid being seen from outside the room, if possible.
- If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire, such as a brick wall, large trees or buildings.
- Remain in place until you receive an "all clear" signal from hotel staff, security or police.

FIGHT: Take action to disrupt or incapacitate the shooter

- As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
- Attempt to incapacitate or disrupt the actions of the shooter.
- Act with physical aggression toward the shooter.
- Use items in your area, such as fire extinguishers or chairs.
- Throw items at the shooter, if possible.
- Call 911 when it is safe to do so.



Cybersecurity

- Think before you connect. Before you connect to any public wireless hotspot (e.g., on an airplane or in an airport, hotel, train/bus station or café), be sure to confirm the name of the network and exact login procedures with appropriate staff to ensure that the network is legitimate. Do not conduct sensitive activities, such as online shopping, banking or sensitive work, using a public wireless network. Only use sites that begin with *https://* when online shopping or banking. Using your mobile network connection is generally more secure than using a public wireless network.
- Think before you click. Use caution when downloading or clicking on any unknown links. Delete emails that are suspicious or are from unknown sources. Review and understand the details of an application before installing.
- Guard your mobile device. To prevent theft and unauthorized access or loss of sensitive information, never leave your mobile devices — including any USB or external storage devices — unattended in a public place. Keep your devices secured in taxis, rideshares, at airports, on airplanes and in your hotel room.
- Be cautious about plugging unknown flash drives into your computer. Use only secure file sharing.
- Be cautious about USB charging stations such as phone charging lockers at airports and other venues, as they can contain malicious programs.
- Use your organization's two-factor authentication and password managers. Do not write passwords on pieces of paper or on your computer.