

## NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

*National Headquarters*  
1727 KING STREET, SUITE 400  
ALEXANDRIA, VA 22314-2753  
(703) 836-9660

August 16, 2021

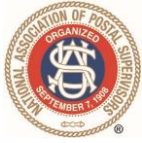
### **Board Memo 057-2021: 67<sup>th</sup> NAPS National Convention Update-COVID-19 Protocols**

Executive Board,

Attached, please find an update on the 67<sup>th</sup> National Convention. This update includes what actions NAPS and the Gaylord Texan are taking with regard to COVID-19 protocols to ensure for a safe and healthy national convention. Please share this message and information with your membership. This memo will also be posted on the NAPS website.

Thank you.

NAPS Headquarters



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## **Subject: 67<sup>th</sup> NAPS National Convention Update**

Dear NAPS Members,

I hope this message finds you safe and healthy. With the recent increase in COVID-19 variant cases around the country, NAPS Headquarters has received inquiries as to whether the NAPS National Convention is still scheduled the week of August 30 through September 3, 2021. The answer to that question is “YES, the Convention is going forward as scheduled.”

We are committed to holding a convention where members and partners can safely and effectively conduct business and socialize. The 67<sup>th</sup> National Convention will comply with safety protocols consistent with CDC guidance and local government requirements.

NAPS and our conference planner, Sheri Davies of ConferenceDirect, have been in regular contact with the Gaylord Texan Resort leadership regarding the Gaylord’s COVID-19 protocols, and we wanted to share some of this information with you in this communication.

- NAPS has put into place reasonable preventative measures, along with standards of behavior, to make the national convention as safe as possible.
- Attendee compliance with the recommendations of the Center for Disease Control of the Gaylord Texan will be very important to assure the health and safety of all convention attendees.
- NAPS will encourage convention attendees to wear masks at all times, except when eating and drinking.
- NAPS will encourage social distancing as much as possible. Please do your best to limit or refrain from hugging and handshakes. Handwaving and elbow bumps may be a better alternative when greeting one another.
- Convention seating will be designed for social distancing to best accommodate our 1,130 NAPS delegates and guests.
- All convention registrants will receive masks and small hand sanitizer bottles in their convention bags.

### **Gaylord Texan Protocol and Safety**

- The Gaylord will provide daily housekeeping services to all convention attendees, unless the Gaylord guest wishes prefers to opt out and informs Housekeeping via the room phone.
- Details regarding the Gaylord Texan Cleanliness Protocol are here: <https://gaylordhotelsclean.marriott.com/>
- NAPS and the Gaylord will provide information and updates to our convention attendees throughout the convention, including special announcements as necessary.
- In the event any convention attendee requires urgent medical attention, EMT’s will be on the Gaylord property 24/7. The Gaylord screens its staff for thermal temperature prior to reporting to their respective shifts.

## **The NAPS National Convention Mobile App**

The NAPS 67<sup>th</sup> National Convention Mobile App also will provide safety updates under the “Notifications” tab.

### **Downloading The App**

Downloading the app requires either an Android or iOS device. Go to your device's app store, and do a search for "EventRebels ERMobile" or click on the links below to open in your device's app store:

[Install ERMobile on your Android device.](#)

[Install ERMobile on your iOS device.](#)

### **Login Details**

Once you have downloaded the app, you will be prompted to sign into your account with the login details provided below:

**Email:** [naps@naps.naps](mailto:naps@naps.naps)

**Registrant ID:** 6897114

Again, NAPS and the Gaylord are taking precautionary measures by providing masks, hand sanitizers, social distancing and signage, food preparation protocols, and other measures to make the NAPS national convention as safe and healthy as possible.

Texas businesses are allowed to operate at 100 percent capacity, as outlined in the [governor's](#) guidelines. Attending the NAPS national convention is voluntary. It remains a personal, free-will choice if someone wishes to attend or not. Even with implementation of safety protocols, NAPS cannot guarantee that attendance at and/or participation in the convention will not increase the risk of contracting COVID-19, including those considered high-risk by the Centers for Disease Control and Prevention (CDC).

If any attendee has a concern about attending the 67<sup>th</sup> NAPS National Convention, please contact me at NAPS headquarters @ 703-836-9660 to discuss.

Thank you and be safe.

*Brian J. Wagner*

Brian J. Wagner  
National President

## **At Gaylord Hotels, the health & safety of our guests remain of paramount importance to us.**



**GAYLORD  
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The COVID-19 pandemic has required us to raise our demanding standards to an even higher level with new protocols for the current circumstances. We have elevated our cleanliness standards and are changing hospitality norms. As a part of Marriott International's family, we have put in place a multi-pronged approach designed to meet the health and safety challenges presented by COVID-19 as outlined in **Marriott's Commitment to Clean**. These protocols will continue to adapt to current needs, in consultation with federal, state and local authorities and health experts. At Gaylord Hotels, we have implemented a multi-pronged approach designed to meet the health and safety challenges presented by COVID-19.

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### **Technology Innovations**

Enhanced technologies, including the use of electrostatic sprayers in public sprayers and implementing the highest classification of disinfectants recommended by the Centers for Disease Control and Prevention and World Health Organization are being used to sanitize surfaces throughout our hotels.

### **Emphasis on Hygiene & Cleanliness**

Each hotel is required to have a hygiene plan. STARS are required to be aware of and follow guidance for personal hygiene, physical distancing and Personal Protective Equipment (PPE). Hand sanitizing stations for guest use are placed in high traffic areas and public spaces.

**For Associates:** In accordance with CDC guidance, all Associates in counties identified by the CDC as areas of substantial or high transmission - regardless of their vaccination status - are required to wear a face covering while indoors. Fully vaccinated Associates in hotels that are not designated as an area of substantial or high transmission continue to have the option to wear face coverings while working. All unvaccinated Associates will continue to wear face coverings both indoors and outdoors.

**For Guests:** As recommended by the CDC, guests are encouraged to wear face coverings indoors regardless of vaccination status in counties identified by the CDC as areas of substantial or high transmission, unless state or local jurisdiction requires a more stringent standard for indoor face covering requirements. Guests not fully vaccinated should wear face coverings and practice social distancing. For local jurisdictions that require more stringent face covering requirements, our resorts continue to stay in compliance with local jurisdiction guidance.

### **Physical Distancing**

Where required by local and state mandates, occupancy limits and seating capacities have been reduced to allow for appropriate social distancing. We have added partitions at select front desks, concierge stands, and food and beverage service lines to provide an extra level of precaution for our guests. For the protection of our guests and STARS, we have implemented "upon request only" housekeeping service at select properties. Masks and gloves are available to all STARS.

### **Contactless Service**

Guests can choose to use their phones to check in, access their rooms, make special requests and order room service that is specially packaged and delivered right to the door without contact. These "touchless" services can all be done quickly via the Marriott Bonvoy mobile app.

### **Food Safety Protocols**

At Gaylord Hotels, food handlers and supervisors are trained on safe food preparation and service practices. The company's food and beverage operations are required to conduct self-inspections using its food safety standards as guidelines, and compliance are validated by independent audits. We have also enhanced sanitation guidelines and training videos for STARS that include hygiene and sanitizing practices. In addition, the company has modified operational practices for in-room dining and has designed new approaches to buffets.

### **Tailored Options for Meetings & Events**

A comprehensive protocol for cleaning and sanitizing has been designed to keep attendees safe. Where appropriate, these protocols can be adjusted in partnership with our meeting planners. For example, seating capacities and floor plans may

be reviewed on an event-by-event basis to ensure adequate physical distancing that follows local fire department, as well as state and local health authority guidelines. Convention public space attendants are dedicated to regular cycles of sanitization in high-touch point areas. In addition, our industry-leading team of sales and event experts are in place to support meeting planners and attendees in navigating the current meetings landscape.

### **STAR Health & Safety**

All STARS are required to have their temperature taken prior to entering their work area. Anyone with a temperature at or above 100.4°F or exhibiting any known symptoms of COVID-19 (following the definition of a reportable illness per the CDC) are not allowed to work. In accordance with CDC guidance, all STARS in counties identified by the CDC as areas of substantial or high transmission - regardless of their vaccination status - are required to wear a face covering while indoors. Fully vaccinated STARS in hotels that are not designated as an area of substantial or high transmission continue to have the option to wear face coverings while working. All unvaccinated STARS will continue to wear face coverings both indoors and outdoors. STARS are trained on how to respond swiftly and report all presumed on-property cases of COVID-19 to the local health department. If the property is alerted to a presumptive case of COVID-19 at the resort, the property will work with the local health department to follow the appropriate recommended actions.

### **Case Notification**

All Gaylord Hotels have certified Emergency Medical Technicians (EMTs) and/or a Registered Nurse (RN) on-site. If the hotel is alerted to a suspected case of COVID-19, the guest will be directed toward appropriate medical care through our staff, who follow the direction of local health authorities. We will then conduct additional cleaning and disinfecting protocols of all areas that the guest may have been in during their visit.

### **Guest Room Recovery Protocol**

In the event there is a guest with a confirmed case of COVID-19, that guest room is removed from service. Similar protocols will be used to address offices and other back of house areas.