

Preparedness and Safety Plan

HR Conference
(Updated May 2026)





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Important Information

Preparedness and Safety Mission

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

Private Event and Access Confirmation

We want all attendees to feel safe and supported at our events. All our events are listed as private events, and we coordinate closely with our venue partners and their security teams to ensure appropriate protocols are in place. Additional information will be shared in the Know Before You Go Webinar.

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

Minneapolis Convention Center (MCC) and Monday Welcome Reception	
Address	1301 2nd Avenue South Minneapolis, MN 55403
Phone	612-336-6000 MCC Main Line 612-335-6040 Command Center
Event location	Level One and Second Level
Evacuation meeting location	In the event of evacuation, guests are notified via loudspeaker system and directed by on-site security team. Everyone will be directed to evacuate from the safest or nearest exit.
Venue security contact	Alert NCG staff or MCC Command Center at 612-335-6040
For security escort, call	612-335-6040 Please note the skyways directly connected to the MCC are open to the public from 6:30am to 6:00pm each day of the week.



Minneapolis Convention Center (MCC) and Monday Welcome Reception

Venue AED	Located throughout the MCC in public lobbies of each level and each exhibit hall. Contact an MCC staff member or Command Center.
First Aid Station	Ground Level in Lobby C, near Dunn Bros Coffee

Hyatt Regency Minneapolis

Address	1300 Nicollet Mall Minneapolis, MN 55403
Phone	612-370-1234
Event location	Sleeping rooms only
Evacuation meeting location	The property will use alarms, strobe lights and public address system. The Emergency Response team will assist with evacuation and direct guests to designated safe assembly areas.
Venue security contact	Contact front desk or call 612-370-1234
AED	The hotel has two AEDs on the property. Contact the front desk or call 612-370-1234.

Tuesday Evening Event – The Hutton House

Address	10715 S. Shore Drive Medicine Lake, MN 55441
Phone	952-470-0788
Event Location	Indoor space and courtyard garden
Evacuation Meeting Area	Parking lot
AED	AED is available. Call 911 as well.
Contacts	Jenny Ng , Event Planning Senior Manager Phone: 612-475-0887

Shuttle Information

Shuttle Assistance	Jenny Ng , Event Planning Senior Manager Phone: 612-475-0887
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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/prevention/precautions-when-sick.html>

What to Expect



You must sign the 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 the HR Conference. The text below shows the content of the waiver document at the time that this safety plan was published.

HR Conference Safety and Event Waiver

By registering for and attending the 2026 HR 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; and
- 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.

Acknowledgment

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 2026 HR Conference. By attending the HR Conference, 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 2026 HR 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

In accordance with state law and Minneapolis Code of Ordinances, the Minneapolis Convention Center is a city-owned facility that is tobacco-free. Its goal is to provide employees and guests a tobacco-free environment. This policy applies to all tobacco products and shall include electronic delivery (i.e., e-cigarette) devices. Smoking is not permitted within 25 feet of any entrance.

Infectious Disease Control Measures

Minneapolis Convention Center (MCC) safety protocols include:

- MCC is an accredited GBAC Star facility and has implemented the most stringent protocols for cleaning, disinfection and infectious disease prevention. The MCC has increased the frequency of cleaning and disinfecting with EPA-approved disinfectants in all public and private spaces with an emphasis on high touchpoint areas and has incorporated new disinfecting machines.
- The majority of all meeting rooms are equipped with Needlepoint Bipolar Ionization which works by safely introducing ions in the airflow, combining with particles in the air such as viruses, bacteria, odors and other airborne particles, and then eliminating or neutralizing them. Other meeting room spaces utilize hospital-grade MERV 13 filters. All our spaces are flushed with outside air before and after use. Engineers monitor all occupied spaces and maximize the use of outdoor air.

Security

- The MCC's high-functioning Command Center is centrally located on Level One of the building to provide guests with convenient access and efficient response times. With over 100 security cameras, the team monitors all areas of the building 24/7, including the 3rd Ave Parking Ramp.
- Please note their awareness campaign, *If You SEE Something, SAY Something*. If you see or experience anything that's suspicious or out of the norm, or if you spot any unattended items, bags, or packages, please let the Command Center or a uniformed patrol officer know right away.



Food and Beverages

Food stations will have a sanitizing station. You are welcome to eat outside of the meal space for additional space.

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 at Hyatt Regency Minneapolis

Security

Security escorts are available.

The hotel maintains a 24/7 onsite security team and works with the Downtown Improvement District and local law enforcement to support a safe and secure environment for all guests and staff.

Firearms

The hotel maintains a strict no firearms policy.

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	Hennepin Healthcare (HCMC) 730 South 8th Street Minneapolis, MN 55415	612-873-3000	0.7 miles
	Abbott Northwestern Hospital (Allina Health) 800 East 28th Street Minneapolis, MN 55407	612-863-4000	1.8 miles
Non-emergency care facility or “walk-in” clinic	TruCare Clinic and Urgent Care 2833 13th Avenue South, Suite 226 Minneapolis, MN 55407	612-400-1478	2.1 miles
	CVS MinuteClinic 1010 West Lake Street Minneapolis, MN 55408	866-389-2727	2.6 miles
Pharmacy	CVS Pharmacy - Target 900 Nicollet Mall Minneapolis, MN 55403	612-338-5215	0.5 miles
	Walgreens 655 Nicollet Mall Minneapolis, MN 55402	612-339-0363	0.7 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.

At Minneapolis Convention Center

- There are fire detection and suppression systems in the MCC. In the event of a fire, the public address system will be used.
- Standard fire strobe lights are used throughout.
- Uniformed security guards will assist all patrons to the nearest evacuation exit as well as ensuring those with mobility needs are assisted.
- When the fire event has been all cleared, the Building Monitors (Fire Wardens) will notify all patrons via the public-address system, and with bull horns and personal notifications.

At Hyatt Regency Minneapolis Hotel

- 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 property will use alarms, strobe lights and public address system. The Emergency Response team will assist with evacuation and advise guests how to reach designated safe assembly areas.
- 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

The MCC Command Center monitors severe weather advisories, watches and warnings issued from the National Weather Service's local office. In the event of severe weather like a tornado warning, MCC staff will make announcements over the public address system once the building staff is notified or aware of severe weather.

The MCC also will make an announcement throughout the entire building via the public address system with instructions for all patrons.

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. At MCC, the announcements will direct everyone to move immediately to a safe area of any exhibit hall or meeting room. These areas have been engineered to withstand the weather forces of tornado or damaging high-straight winds.
- Leave perimeter rooms and close doors.
- Do not use the elevators.
- Take an enclosed stairwell to the basement for shelter if needed.
- 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/Assailants

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 by means such as firearms, explosive, toxic substances, vehicles, edge weapons, fire or combination of these.

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.