

Cebrin Goodman Teen Institute

# COVID- 19 PRECAUTIONS



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*teen institute*

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January 14 - 16, 2022

Marriott Hotel & Conference Center in Normal, IL

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*The Cebrin Goodman Teen Institute (CGTI) is a youth leadership program that is housed out of the Illinois Association for Behavioral Health (IABH) office.*

# OVERALL POLICIES & EVENT SPACE

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After 47 years with two years of virtual events, CGTI held a successful in-person event this summer and we feel prepared and ready to continue gathering for events together! We have been adhering to and closely monitoring the changes in policy from the following organization. These standards remain in place and will be used as guidelines throughout the course of our event.

- Illinois Department of Public Health (IDPH)
- Center for Disease Control and Prevention (CDC)
- Illinois Hotel and Lodging Association (IHLA)
- Illinois Association for Behavioral Health (IABH)

Any policy changes that occur in the upcoming months will be adhered to by the Cebrin Goodman Teen Institute. IABH staff will continue to closely monitor COVID-19 policy and statistics and make decisions in accordance with those changes.

Our event will be held at the Marriott Hotel & Conference Center in Normal, where we have been fortunate to work with their staff for several years hosting our Mid-Year conferences each January as well as use their facilities for IABH programming throughout the year. We believe firmly that they will only further ensure that our event is successful and accessible for all!

We have worked hard with the Marriott to ensure that facilities are used safely, that sanitation is prioritized and that our participants as well as all hotel guests will feel that they are in a well-protected.

# REGISTRATION PROCESS

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Applications for volunteer staff, middle and high school participants, and adult mentors can be found at <http://cg-ti.org/winter-conference>

All attendees will be required to register through our online application. This application includes a COVID-19 waiver, which signifies that all attendees will adhere to the COVID-19 protocol being followed by IABH, CGTI and the Marriott as well as signifies that attendees understand the risk of potential exposure to COVID-19 by attending the conference.

CGTI and IABH will be requiring proof of completed vaccination (one or two doses as required and two-week period following) or proof of negative COVID-19 test taken no more than 72 hours before the event. Attendees will confirm one of these options on the registration form. You can read more about this under "Pre-Conference Requirements."

The registration fee is \$250. For attendees who would like a single room (no roommate), there is an additional fee of \$125. Attendees will be able to select a roommate at the time of registration. The fee covers meals, program material, overnight accommodations, keynote speaker, breakout sessions, and evening celebration dance.

# PRE-CONFERENCE REQUIREMENTS

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In order to ensure that the conference is as safe as possible, IABH and CGTI will be requiring all attendees to show proof of either a completed vaccination or a negative COVID-19 test taken no more than 72 hours before the event start.

Any attendee showing a COVID-19 vaccination must be past the required screening time after their second or only shot, minimum two weeks. IABH and CGTI will require confirmation of vaccination card ahead of the event.

Any attendee showing proof of a negative COVID-19 test should self quarantine after receiving their test until the time of the event. IABH and CGTI will require confirmation of the negative test ahead of the event. With the current mask mandate, attendees must wear a mask at all times, while indoors and in groups.

These protocols will ensure that we are gathering in the safest way possible both for all CGTI attendees and for all hotel staff and guests.

You can read more about in-person conference requirements on the following pages.

# CONFERENCE TRAVEL & ARRIVAL

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All attendees will be responsible for arranging transportation to and from the event, whether by team or individually.

Attendees will arrive at the Marriott Hotel on Friday, January 14 at 6:00PM. Registration will be socially distanced to ensure the safety of attendees as well as CGTI Volunteer Staff, Marriott Staff and other hotel guests. Departure on Sunday will be distanced and monitored for safety as well.

Attendees should expect to pick up materials, such as name tags, event shirts, room keys, etc., from CGTI staff. Registration flow will be monitored, stations will have plastic guards and floor social distance signage. Attendees will have their temperatures taken, masks will be required and hand sanitizer stations as well as individual bottles will be available.

Any attendees that show a high temperature will immediately isolate in their hotel room and be seen by the contracted nurse, who will contact guardians. Any other attendees in contact with said attendee without masks will also isolate.

Attendees will be allowed to check into their rooms immediately and drop off luggage before heading to the main ballroom for our Opening Ceremony.

You can read more about conference requirements on the next page.

# AT- CONFERENCE REQUIREMENTS

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For the entirety of the conference event CGTI Staff will be requiring the following:

- social distancing (three feet minimum) in all ballrooms and event spaces (i.e. workshops, discussion groups, etc.).
- limited capacity of people per round table.
- masks worn in public spaces (as per state mask mandate).
- consistent hand sanitizer usage and hand washing.
- staying in your assigned rooms and on your assigned floors.

IABH and CGTI will provide extra masks and individual hand sanitizers, as well as sanitizing stations.

Although we understand that the CDC has made multiple announcements about the changes in mask use requirements for those who have received vaccinations, we will follow Illinois state executive orders. Currently it states that masks will be required for everyone spending time in indoor public locations. Attendees can take off masks when eating or drinking, but should be on when walking, transitioning to rooms or interacting with others. *If the mask mandate changes, we will make an announcement regarding our policy.*

We ask that our attendees be respectful of these protocols and remind anyone attending that signing the registration waiver includes agreeing to the protocols listed above.

# EMERGENCY PLANS

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In the event of a medical emergency or an attendee shows signs of COVID-19 symptoms, CGTI staff will follow the following protocol to ensure that all attendees, staff and hotel guests remain safe.

CGTI will have a contracted registered nurse available 24/7 for the entirety of the event.

Any participant showing symptoms will be required to isolate in their room and their parent(s)/guardian(s) will be contacted immediately for pick up. Any roommates of the participant will be required to do the same.

All locations and facilities used by the participant and roommates will be sanitized and other attendees will be moved from those areas to ensure maximum safety.

The nurse will monitor symptoms and work with all adults and youth to make sure that all attendees are feeling healthy and safe.



# CONFERENCE EVENTS

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While at the Cebrin Goodman Teen Institute, participants can expect to take part in the following:

- Keynote General Sessions
- Breakout Workshops
- Discussion Groups
- Action Team Planning
- Team Building
- Celebration Dance
- Free Time
- Meals
- Socializing
- and more!

To ensure the safety of all attendees, CGTI will work with the Marriott on the following:

- Limited capacity in workshop rooms.
- Social distancing floor markers and space markers.
- Limited capacity at tables.
- Monitored capacity options for free time.
- Contactless and/or sanitized and safe activities during team building.
- Timed releases for transitions during meals, free time and room switches.

CGTI has worked with the Marriott to ensure that the event is safe, sanitary and efficient for attendees while also keeping the true spirit and fun of CGTI activities!

Failure to follow COVID-19 guidelines or staff/nurse instructions will result in immediate expulsion from the Teen Institute without refund.

# FAQ

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## Where can I find the schedule?

The schedule can be found on the next page, as well as on our CGTI social media pages and website!

## What can attendees do if they need help or have a question?

Attendees can ask CGTI staff at Headquarters if they need materials or have general questions about activities, schedule, etc. Each floor of the hotel will also have Volunteer Staff serving as floor leaders that participants can connect with during night time or mornings. There will be a contracted nurse available at all times throughout the event.

## Can I leave the hotel during free time?

Due to safety and liability issues, participants will be required to stay in the hotel for the duration of the event. Adult Leaders and Mentors will not be allowed to take students out of the hotel, unless it is in case of an emergency with approval from IABH staff.

# CGTI MID-YEAR SCHEDULE

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Friday, January 14, 2022

|                  |                                    |
|------------------|------------------------------------|
| 6:00 - 6:30 PM   | Participant Registration           |
| 6:45 - 7:15 PM   | Welcome                            |
| 7:30 - 8:45 PM   | Discussion Group & Mentor Meetings |
| 9:00 - 10:00 PM  | General Session                    |
| 10:15 - 10:30 PM | Nightly Meeting                    |
| 10:30 PM         | Dismissal to Rooms                 |
| 10:45 PM         | Room Checks                        |

# CGTI MID-YEAR SCHEDULE

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SATURDAY, JANUARY 15, 2022

|                            |                                    |
|----------------------------|------------------------------------|
| <b>8:00 - 8:30 AM</b>      | Breakfast                          |
| <b>8:45 - 10:15 AM</b>     | Action Team Meeting                |
| <b>10:30 - 11:30 AM</b>    | Breakout Workshops: Session 1      |
| <b>11:30 AM - 12:30 PM</b> | Lunch                              |
| <b>12:45 - 1:45 PM</b>     | Breakout Workshops: Session 2      |
| <b>2:00 - 3:30 PM</b>      | Discussion Group & Mentor Meetings |
| <b>3:45 - 4:45 PM</b>      | General Session                    |
| <b>4:45 - 5:30 PM</b>      | Break                              |
| <b>5:30 - 6:30 PM</b>      | Dinner (Family Style)              |
| <b>6:30 - 7:30 PM</b>      | Action Team Meeting (Staff Lead)   |
| <b>7:45 - 10:00 PM</b>     | Dance & Free Time                  |
| <b>10:15 - 10:30 PM</b>    | Nightly Meeting                    |
| <b>10:30 PM</b>            | Dismissal to Rooms                 |
| <b>10:45 PM</b>            | Room Checks                        |

# CGTI MID-YEAR SCHEDULE

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SUNDAY, JANUARY 16, 2022

|                  |                          |
|------------------|--------------------------|
| 8:00 - 8:30 AM   | Breakfast                |
| 8:45 - 9:30 AM   | Action Team Meeting      |
| 9:45 - 10:45 AM  | Discussion Group         |
| 11:00 - 11:30 AM | Closing Ceremony         |
| 11:30 AM         | Check Out & Departure    |
| 12:30PM          | Volunteer Staff Depature |