

BAY AREA
CFO OF THE YEAR
AWARDS

September 23, 2021 - Hyatt Regency

DUTY OF CARE

Larkin Street Youth Services and the San Francisco Business Times consider the safety of all those onsite at the **Hyatt Regency San Francisco** as our top priority. Our Duty of Care is a living document that will continue to evolve, incorporating innovative features that will further enhance the onsite experience and safety for everyone in attendance.

- **Full Proof of COVID-19 Vaccination** will be required in order to attend this event, in accordance with the City of San Francisco Vaccine Requirement.
- Additionally, attendees will need to bring a valid ID that corresponds to the name on the vaccination documents.
- **COVID-19 Health Security Plan** will be in place to protect all attendees, hotel employees and event staff.
- **Masks**
 - to be worn at all times while indoors (when not eating, drinking or speaking at the podium).
 - will be available onsite for those who need one.
- **Hand sanitizer stations** will be positioned throughout the event space
- **Signage** will be displayed to reinforce spatial distancing and other safety reminders.
- **Onsite COVID-19 Compliance Officer** on staff during the **15th Annual Bay Area CFO of the Year Awards** to consult on safety procedures.
- For those guests unable to attend in person, we have provided a **livestream viewing option**.
- **Limiting in-person attendance** from 500 to under 300 attendees, staff and volunteers.
- Installation of 4 **industrial-grade HEPA filters** in the dining room.
- **Personal Accountability Commitment**
 - By attending the **15th Annual Bay Area CFO of the Year Awards in San Francisco, CA, on September 23, 2021**, you agree to abide by and engage in certain health-and-safety-beneficial conduct while attending the event. This includes, but is not limited to, wearing a mask at all times indoors in public areas, engaging in appropriate physical distancing, and hand-washing or sanitation
 - If you are ill or have been recently exposed to COVID-19, please **do not** attend the event.