

# VERIFYING ATTENDEE WELLNESS FOR YOUR EVENT WITH HYATT

*Thank you for choosing Hyatt for your event. This guide outlines a few simple steps for ensuring the safety of your visitors and event staff using the secure **VeriFLY™** digital health wallet, powered by Daon.*

## 1. Get started

First, you'll need to email us the details of your event. Please send this information to our coordinator Leo Ring ([leo.ring@daon.com](mailto:leo.ring@daon.com)). Be sure to include your name and email address, as well as the name, start and end dates, expected number of attendees, and location of your event.

## 2. Set your wellness requirements

Determine what wellness information your attendees will need to provide: a recent COVID test, a vaccination record, a health questionnaire, or a combination of these.

### **COVID Tests**

If you require a COVID test, it should be taken no more than 72 hours (3 days) before the event begins. This corresponds to the current CDC testing guidelines for entry to the US, so depending on their arrival date, international attendees may be able to fulfill both the travel and event requirements with a single test.

### **Vaccinations**

If you require vaccination, which vaccines are acceptable can depend on where participants are coming from. Attendees from abroad may be protected by vaccines not currently approved in the US, such as AstraZeneca, SinoPharm, or Covaxin.

Since vaccines typically take two weeks to reach their full potency, you'll want to require attendees to receive their last shot at least two weeks before the event.

### **Health Questionnaire**

A health questionnaire can be used before the event or on-site each day, asking attendees to confirm their current health status. If you decide to use one, you'll need to provide questions such as:

- Are you experiencing flu-like symptoms (fever, cough, sore throat, shortness of breath)?
- Do you have a new loss of taste or smell?
- Have you had close contact with anyone diagnosed with COVID-19 in the past 14 days?

### 3. Determine how a completed VeriFLY pass will be used

Decide how you'll use the VeriFLY pass once an attendee has provided their information. At the event, you can have attendees scan a QR code to confirm their status, or you can simply ask to see their pass, which will have a green check next to the attendee's picture if they've completed their requirements.

### 4. Engage with your attendees

Once VeriFLY is setup for your event, we'll issue you a QR code that gives your attendees access to your event pass in the VeriFLY mobile app. You can then email this QR code to your attendees so they can begin providing information. **It is very important that you use this exact HIPAA-related language to protect you and your event:**

*Dear event participant,*

*[Describe event and its associated policy]*

*We've partnered with VeriFLY, a secure travel and event app that allows you to upload your Covid-19 related documents and have them checked and verified before you attend.*

#### **How does VeriFLY work?**

1. Simply download the VeriFLY app from the [Apple App Store](#) or [Google Play](#).
2. Register with VeriFLY, which will require taking a selfie and confirming your email address.
3. Now that you are registered in the app, you need to access a unique "pass" designed for our event. In the VeriFLY app, click the grey circle button to scan the QR code in this email.
4. VeriFLY will then guide you through the event requirements.
5. Upload the required document(s) and VeriFLY will check them and confirm if they are valid. When your document(s) have been verified, the app will display that you have a valid pass for the event.
6. You can show that pass at the conference check-in.



*If you choose not to use VeriFLY, you will be required to show your paper documents on the days of the event, and they will be verified for you at the registration/check-in desk. This may take longer. It will be your responsibility to ensure you bring the required compliant documentation.*

#### **What is VeriFLY's privacy policy?**

*VeriFLY's privacy-centric design ensures the user's data is secured and only used for the purpose and period of time required to satisfy event requirements. Moreover, VeriFLY users will maintain strict controls over how, when and with whom their information is shared. You can view the complete privacy policy [here](#).*

Following the instructions in the email, your attendees will now:

- Download the VeriFLY app and register an account
- Scan the QR code to get the event pass
- Complete the steps required to provide their wellness status

As test and/or vaccine details are submitted, we'll validate their compliance.

## 5. Confirm attendee status and follow up as needed

You can see who has completed their wellness status through the VeriFLY Admin Portal. Use this reminder email to follow up with those who haven't:

*Dear event participant,*

*We are days away from meeting at [insert event details]. The purpose of this email is to remind you about our plans to use VeriFLY to help expedite your check-in experience. Please consider downloading and using the VeriFLY app to provide your wellness details in advance of the event. By doing this, you will get advance confirmation that everything is in order and you are good to go. Also, on the days of the event, you will not need to produce paper copies of your vaccine certificate or lab test results.*

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