

PROTOCOLS FOR NASPD EVENT ATTENDEE PARTICIPANTS

COVID protocols for all in-person gathering:

- Events will be held outside or in an open-air facility (weather permitting).
- During registration & upon arrival—attendee will be required to:
 - Sign a liability waiver/indemnification document;
 - Answer a 14-day questionnaire.
- Face masks that cover an attendee's mouth and nose are required to be worn at all times, except when they are actively eating or drinking.
- Reception attendees must remain seated at their chosen table and must remain at the same table throughout the entirety of the event.
- Entry—check-in safety and precautionary measures:
 - Temperature will be taken at the event entrance; if attendee's temperature is 99 F degrees or above, the attendee will not be admitted to the event;
 - Hand sanitizer will be provided to sanitize hands;
 - Liability waiver/indemnification document will be available at the event check-in tables -- By attending, attendee assumes the risk of COVID-19 exposure and transmission;
 - Signage will be displayed on how to correctly wear mask covering nose and mouth, and what the expectations are for mask wearing;
 - Signage will be displayed on how to keep safe;
 - Check-in tables will have a six-foot separation guidance for check-in to avoid congregation around the table.
- Tables:
 - Tables will be placed and shall remain spaced so that attendee sitting at the table will have at least six feet distanced from other attendee(s) at that table and at any another table;
 - Five attendees will be seated to a table with one vacant seat between each attendee;
 - Hand sanitizer will be provided at each table;
 - Attendee may only leave their chosen table to get food or drink and will then be required to return to their chosen table;
 - A "How to Stay Safe Notice" will be displayed on each table.
- Common surfaces will be cleaned and disinfected regularly by event staff.
- Notices to follow CDC, city and state guidelines will be displayed – practice social distancing, wear mask, wash hands/sanitize.
- Food service at meetings, events, restaurants will follow the guidance of the food service providers according to their safety protocols.
- Marketing materials (print and digital formats) for event(s) will include COVID protocols:
 - NASPD website and conference material shall have a COVID notice on the top of the page that is obvious and apparent stating:
 - At NASPD, the safety and health of our members is of the utmost importance. Keeping in mind the current COVID situation and the

local and state rules, NASPD has implemented additional safety standards to our events and activities. We appreciate and need our member's agreement to these standards and upholding the required safety measures to protect themselves and others.

- Please do not attend the event in person, if you have experienced the following (virtual options are provided for the conference):
 - Within the last 14-days, if you experienced a new cough that you cannot attribute to another health condition;
 - Within the last 14-days, if you experienced new shortness of breath that you cannot attribute to another health condition;
 - Within the last 14-days, if you experienced a new sore throat that you cannot attribute to another health condition;
 - Within the last 14-days, if you experienced new muscle aches that you cannot attribute to another health condition or a specific activity such as physical exercise;
 - Within the last 14-days, if you had a temperature at or above 100.4° or the sense of having a fever;
 - Within the last 14 days, if you had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19.
- All attendees are required to wear face coverings at the in-person events, maintain social distancing and follow other safety guidelines required by NASPD to maintain safety compliance with local, state, and CDC requirements.

Other and additional sanitation and safety guidelines may be imposed by the management of the event location. We will ask the management of the event location to advise the NASPD of their COVID policies and ask how they can further help with the sanitization in the meeting rooms and common areas.

COVID-19 questionnaire must be completed and signed by all staff, volunteers, attendees and patrons upon check-in at the event.

1. Within the last 14-days, have you experienced a new cough that you cannot attribute to another health condition?
2. Within the last 14-days, have you experienced new shortness of breath that you cannot attribute to another health condition?
3. Within the last 14-days, have you experienced a new sore throat that you cannot attribute to another health condition?
4. Within the last 14-days, have you experienced new muscle aches that you cannot attribute to another health condition or a specific activity such as physical exercise?
5. Within the last 14-days, have you had a temperature at or above 100.4° or the sense of having a fever?
6. Within the last 14 days, have you had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19?

I will wear a mask to all NASPD events and will only remove the mask when I consume drinks or food and will re-install the mask immediately after I finish my drink or food. The mask I use will cover my nose and mouth.

(Note: Close contact is defined as within six feet for more than 10 consecutive minutes)

Signature Printed:

Date: