

Appendix Q

BEPC IN-PERSON EVENTS: COVID-19 PREVENTION & BEST PRACTICES

Background & Purpose

- A. Coronavirus Disease (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions – including those rising to the level of a pandemic – can affect all aspects of daily life, including travel, trade, tourism, food, supplies, and financial markets.
- B. The purpose of this plan is to reduce the impact of COVID-19 outbreak conditions to BEPC members, staff, sponsors, guests, nonprofit partners, and the public.
- C. This COVID-19 guidance plan is based on traditional infection prevention and hygiene practices.
- D. The BEPC Board of Directors and its members should use this planning guidance to help mitigate the spread of COVID-19 at BEPC events to other members and guests. In general, BEPC seeks to follow and implement the COVID-19 guidelines published by the United States Centers for Disease Control (CDC) and the Commonwealth of Massachusetts Department of Health Services.
- E. While BEPC has taken numerous reasonable steps to mitigate the risk of attendees at its events contracting COVID-19, including but not limited to enacting the policies described in this document, BEPC cannot guarantee that attendees at its events will not contract COVID-19 or any other illness. Thus, members and individuals are expressly advised that by attending any BEPC event in person, they do so at their own risk, and by attending event in person they release BEPC, its board, staff, other members, sponsors, the location of the event, and guests from any liability or claims that may be associated with contracting COVID-19 or any other illness at the event.

About COVID-19

The following information was sourced from third parties. For more information, please refer to the CDC website.

- A. Symptoms
 - 1. Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

2. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

B. How COVID-19 Spreads

1. Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.
2. The virus is thought to spread mainly from person- to-person, including:
 - a. Between people who are in close contact with one another (within about 6 feet).
 - b. Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
3. It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.
4. People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.
5. The CDC website provides the latest information about COVID-19 transmission:
www.cdc.gov/coronavirus/2019-ncov/about/transmission.html

Prevention & Control Practices

For most organizations like BEPC, protecting members, staff, and guests will depend on emphasizing basic infection prevention measures. BEPC encourages its members, staff, sponsors, nonprofit partners, and guests to implement good personal hygiene and infection control practices at all meetings. BEPC will not host meetings that exceed or violate the mandates within the Commonwealth of Massachusetts or those of the local jurisdiction of the event location (e.g., City of Boston).

BEPC highly recommends the following practices be applied when hosting in-person events and where practical.

1. BEPC in-person events shall comply with all local mandates in effect for the event location (e.g., Commonwealth of Massachusetts, City of Boston, etc.). Examples of such mandates include mask mandates, attendance thresholds, etc.

2. BEPC requests all attendees at its events frequently and thoroughly wash or sanitize their hands when attending a BEPC event. Event attendees should sanitize their hands upon arriving at an event, and upon departing the event.
 - a. The event venue will provide attendees with a place to wash their hands. BEPC will also provide alcohol-based hand sanitizer containing at least 60% alcohol at its events for use by its members and guests.
3. BEPC will not permit attendees at any event that are openly displaying signs of illness to enter to enter the event or remain at it and requires that members and guests not attend BEPC events if they are sick, have been sick within the 14 days leading up to the event, have come into contact with anyone who is sick or have traveled to countries and/or states not listed on the Massachusetts Governor's approved travel list.
4. All attendees must complete a digital health clearance prior to attending an in-person event. Attendees must submit proof of their COVID-19 vaccination or proof of a negative COVID-19 test result taken within 72 hours prior to the event start date. Once registered for an event, attendees will receive additional information from staff on how to complete their digital health clearance. Failure to receive clearance prevents an individual from attending an in-person event.
5. BEPC shall require all attendees sign the "Acknowledgement of Personal Responsibility Form" prior to attending an in-person event. Notice of this requirement and the form will be included on the relevant event webpage and within the registration form/process. Attendees will not be permitted to attend the event without signing the form.
6. BEPC will require attendees at its events to adhere to good respiratory hygiene etiquette, including:
 - a. Attendees are required to abide by mask mandates in effect.
 - b. Attendees are welcome and encouraged to wear masks when not eating and drinking if no mask mandate is in effect.
 - c. Attendees are required to cover coughs and sneezes, with a tissue or an elbow, if possible.
 - d. Attendees are recommended not to touch their eyes, nose, or mouth during events to the extent possible.
7. BEPC will ensure venues provide attendees with tissues and trash receptacles. Where possible, BEPC will request contactless trash receptacles.
8. BEPC encourages attendees to practice social distancing when possible.
9. BEPC encourages attendees to limit physical contact, such as handshaking.
10. BEPC will provide all its members and guests with a copy of this document via the BEPC website.

- a. Copies of this document will be made available to all attendees upon request of BEPC's meetings and we will review them at the location upon the start of the event.
 - b. BEPC requests all event attendees review this document in advance of attending so they may be aware of BEPC's meeting protocols enacted in response to the COVID-19 pandemic.
11. BEPC will maintain regular housekeeping practices at the check-in area, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the check-in area.
12. In the conduct of its events, BEPC will make every effort to keep attendees as safe as possible during the event check-in process and will change its regular event check-in practices and procedures as necessary.
 - a. Wherever possible, BEPC will work to make the check-in process contactless.
13. BEPC will periodically review these policies and guidelines and will implement refinements as appropriate and as new ways to combat COVID-19 become available.

Prompt Identification and Isolation of Sick People at Events

1. Self-identification of potentially infectious individuals is a critical step in protecting members, sponsors, guests, and others at any event.
2. BEPC encourages its attendees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
3. All BEPC members, guest, and sponsors are requested to follow Commonwealth of Massachusetts and municipal laws and Executive Orders issued by the Governor of Massachusetts and other government agencies for reporting illnesses, when they are sick, and/or experiencing symptoms of COVID-19.
4. While BEPC staff and board members are not medical professionals, BEPC will ask anyone who has signs and/or symptoms of COVID-19 not be permitted to enter BEPC events.
5. BEPC will take steps to limit spread of the respiratory secretions of a person who may have COVID-19. BEPC will provide a face mask to any such person if they do not already have one, if feasible and available, and ask the person to wear it.

Guidance for BEPC Event Venues

- A. BEPC will provide any venue it is holding any event with a list of sanitation and hygiene criteria it expects the venue will enforce and abide by with its staff and other vendors, towards promoting

a safe and clean environment for a BEPC event. BEPC criteria are based on the CDC guidelines at the time of adoption of this policy and if the CDC guidelines change, those changes shall supersede BEPC guidance for BEPC event venues.

The criteria will include, but not be limited to the following:

- a. The layout of rooms an event will utilize and spacing of tables and chairs should be appropriate to keep attendees reasonably separated from each other.
- b. Adequate restroom and/or handwashing facilities are provided to attendees. Where possible, venues will be encouraged to supply restrooms with no-touch sinks, toilets, and no-touch door openers on main bathroom doors.
- c. A list of hygiene best practices in restrooms should be posted in and near restrooms. Venues will be encouraged to install solid toilet seats on all toilets.
- d. Venues will be encouraged to install hand sanitizer stations throughout the venue.
- e. Where possible, venues will be encouraged to supply no-touch door openers or automatic doors on all main entries and exits used for an event.
- f. BEPC will request a venue to require their staff to wear masks and adhere to the basic hygiene practices described above for COVID-19 spread mitigation.
- g. BEPC will request a venue to have its staff clean all areas that are likely to have frequent hand contact (such as doorknobs, faucets, handrails) routinely and when visibly dirty.
- h. BEPC will work with venue management to determine safe traffic flows in to, around, and out of an event. BEPC will work with venue management to place markings on the venue floor indicating desired traffic flows for attendees.

Contact Tracing

BEPC will work with attendees to receive information after the event, for up to 14 days. If it comes to our attention that someone who attended an event has tested positive, we will inform individuals, without revealing the ill party, who attended an event at that location of this potential risk that they may have come in contact with someone infected. We have your phone and email addresses on file from our online registration and will use that contact information to get in touch with you, if the need arises.

Adoption History:

- Originally Adopted:
 - Date: September 9, 2021
 - Adopting Body: BEPC Executive Committee