In-Person Education Event Guidelines*

Summary: Given the unique consequences of COVID-19, below are guidelines ISAWWA will have in place for our in-person education events. We will abide by the guidelines from the Centers for Disease Control and Illinois Department of Public Health, which we understand may be changed. If so, we will update accordingly.

ISAWWA WILL:

- Reduce registration capacity to meet hosts’ capacity limits.
- In the reminder emails, share that if anyone has been exposed, been with someone who has been exposed, been outside of Illinois in a COVID “hot-zone”, or is feeling sick that they should cancel their registration. Refunds will be administered at full price.
- Provide cloth masks to host sites, as necessary, so all attendees will have a mask available.
- Provide a “health and wellness check-list” all attendees will be required to fill-out or verbally review when they arrive at the training location and before attending the seminar.

HOSTS WILL:

- Set classroom up for 6 feet of socially distance between seats. Capacity is at 50% of the room capacity and no greater than 50 people (including the trainer).
- Disinfect all common areas, desks and chairs with appropriate disinfectant before the arrival of students or trainer.
- Place signage at the front door reminding students to not come in if they have any COVID-19 symptoms.
- Attendees are encouraged to bring their own coffee and snacks in the morning. No food or beverage will be provided by the host.
- Hand sanitizer will be available throughout the meeting space.
- Provide a temperature check for attendees prior to entering the training space. (ISAWWA can provide an infra-red thermometer, if necessary). Hand-out and collect an attendee health survey before allowing attendees into training room.
- Hosts communities may have other safety measures in place per their employer.

ATTENDEE/INSTRUCTOR RESPONSIBILITIES:

- Must wash hands or use hand sanitizer upon entering classroom and are encouraged to use frequently.
- Masks are required while in common areas and anytime within 6’ of another person. Attendees/Instructors may take masks off during the training session if maintaining 6 feet away from anyone at their desks. Instructors should maintain a minimum of 6’ from attendees at all times during the lecture. Must be aware that speaking, especially in a loud tone, can broadcast germs in the direction of students.
- No sharing of materials, pens, etc. Trainer or host to take attendance.
- If a student begins to feel ill, they should leave immediately and let the trainer know why. Trainer shall advise ISAWWA of situation so ISAWWA can take follow-up action.

*These guidelines may be amended at any time per CDC and the Illinois Department of Public Health guidelines.