

## MEMO

**To:** Committee Chairs and Vice-Chairs

**From:** Stephen Gay, Board Chair and Ann Guiberson, Executive Director

**Date:** Tuesday, March 17, 2020

**Subject:** Update on RMSAWWA Response to COVID-19

As the coronavirus (COVID-19) has become an evolving and uncertain public health issue we want to reassure you that nothing is more important than the health, safety and well-being of our members, volunteers, trainers, exhibitors, staff and stakeholders.

In response to this outbreak RMSAWWA leadership has been monitoring the situation and is taking the appropriate precautions. These precautions will impact our meetings, training events and volunteer program, so thank you for taking the time to read this message.

We have made the disappointing but prudent decision to cancel or postpone all in-person RMSAWWA meetings and training events through the end of May. A message was emailed to members yesterday which you should have received. [Click here](#) to view the message.

All registered attendees of RMSAWWA training events will receive notice of event cancellations and the opportunity for a full refund. Some events have been cancelled while we anticipate some events will be postponed (and rescheduled). We are working with committee chairs and committees on these arrangements. In some cases, settlement or renegotiation of venue contracts has been needed and this is taking some time to work through. If you have any questions on RMSAWWA meetings, activities or training events or need support, please contact Ann Guiberson directly so that communication is coordinated, and topics addressed in a timely manner.

During this time if committees need a conference call line, videoconferencing, an RMSAWWA email address, screen sharing capability or drobox for file sharing, please contact the office and these tools will be made available.

Thank you for all you do on behalf of RMSAWWA. We appreciate your contributions to this organization and understand everyone is in the midst of a very disruptive and challenging time. Updates on how we are responding to issues resulting from the ongoing COVID-19 pandemic will be posted on the website and distributed electronically. Stay safe and healthy.