



SOP for In-Person Events During the Pandemic

1. Workflow

- a. All attendees check in at entrance
 - i. All must wear mask regardless of indoor or outdoor activity and must show proof of vaccination
 - ii. All attendees are asked screening questions regarding covid-19 symptoms
 1. In the past 24 hours have you experienced...
 - a. Cough
 - b. Fever
 - c. Shortness of breath
 - d. Sore throat
 - iii. If someone is symptomatic they will be provided a list of covid testing sites and asked to quarantine to prevent the potential spread of infection.
 - iv. Attendees provide their name and contact information for contact tracing

2. Risk Reduction Protocols

- a. All items handled are either single use or wiped down with disinfectant after each person
 - i. Including: Pens, (plastic) Clipboards, Handouts
- b. Masks are provided to and required of all attendees
- c. All volunteers are required to wear masks
- d. Food and drink is not permitted within the area
- e. Any food or drink handed out is individually wrapped and not served buffet style
- f. Handouts and printed materials are kept behind tables, with examples available on display to reduce multiple people handling the same items
- g. Folks are encouraged to maintain 6 feet away from each other with signs and verbal cues.

3. In the event of exposure

- a. All volunteers and attendees will be contacted and notified
- b. All parties present will be given a list of covid testing sites and resources

- c. In-person events will be put on hold until an assessment of these guidelines is completed and necessary precautions can be ensured.