**COVID PROTOCOLS FOR AFP GLAC IN-PERSON MEETINGS**

**Adopted January 2022**

**Goal: Define requirements for in-person meetings to keep our members safe.**

AFP GLAC will follow all CDC and local guidelines and adjust policies and procedures as the requirements change.

**Points of consensus**

* Masks at all meetings - unless actively eating or drinking
  + Have masks available for those who forgot theirs
* Proof of vaccination 
  + All attendees need to submit proof of vaccination ahead of the event:

1. Please email Heather a picture of the front and back of your vaccination or

2. Send screenshot of your digital copy with QR code

* + Keep record of members who are vaccinated so that we don’t have to check again - Nametag with green dot
  + Free online app to check QR codes for virtual vaccine records [Smart-health-card-verifier](https://thecommonsproject.org/smart-health-card-verifier)
  + Keeping in mind that we can’t discriminate against people who do not have their vaccine due to health or religious exemptions, negative covid tests within 72 hours is an option.
* Testing option -
  + This is the most restrictive option.
  + Requires that everyone, regardless of vaccination status, provide proof of a negative covid test within 72 hours of the event.
  + LA County guidelines: **Proof of Negative COVID-19 Test means a printed document, email or text message displayed on a phone, from a test provider or laboratory that shows results of a polymerase chain reaction (PCR) or antigen COVID-19 test that either has Emergency Use Authorization (EUA) by the U.S. Food and Drug Administration or is operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services, that was conducted within 72 hours before entry into a Covered Location, City Facility, or Outdoor Large Event. The printed document, email, or text message must include the person’s name, type of test performed, date of the test, and negative test result.**
  + Free tests are available, but the participant will be responsible for costs rather than AFP GLAC paying for testing and requiring people to go to a particular location.
  + Find a testing location - <https://htt.lacounty.gov/testing/>
* Screening at front door
  + Symptoms checklist (to be developed)
  + Temperature Check
  + Requires a volunteer cadre of at least 3 Greeters
* Communications
  + Send out information prior to the event and post on our website
  + FAQs (see below)
  + Questions fielded by office staff

Additionally we recommend:

* The education committee draft policies and procedures for the following:
  + When we would begin to host in-person events (Spring)
  + Offering virtual and/or hybrid options
  + Refund Policy for people who have had to cancel attendance due to having symptoms just prior to the event, or not having their negative covid test results back yet, etc.
  + How many people to host safely - depends on size of location
    - LA County guidelines - **If you serve refreshments at your event, it is particularly important that you reduce crowding and maximize ventilation. Outdoor dining is safest. If indoors, it is recommended that you have a separate area in your venue for drinking and dining to minimize the mixing of people who are wearing masks continuously and those who are removing their masks while they are actively eating or drinking. Diners must be sitting or standing in a stationary place or in their ticketed seat while eating or drinking. Follow DPH Food and Beverage Service recommendations.**

**FAQs**

***Why is AFP GLAC adopting this new in-person meeting policy?***

**One of the benefits of membership in AFP GLAC is the opportunity to network at our general meetings. Since the beginning of 2019 we haven’t had that chance as almost all of our meetings, until just recently, have been virtual. The board is adopting these policies as a means to ensure as safe an in-person meeting experience as possible. While no policy can completely guarantee an exposure-free experience, the board feels these steps are reasonable ones to take if we are to return to the benefits of an in-person meeting format.**

***If I decide to attend, where can I get a COVID test that meets the new requirements?***

**You should consider community testing facilities that meet CDPH testing requirements. For your convenience, here is a link to a list of available testing sites in Los Angeles County:** [**http://publichealth.lacounty.gov/acd/ncorona2019/covidtests/**](http://publichealth.lacounty.gov/acd/ncorona2019/covidtests/)

***Are free tests available?***

**Testing at LA County testing sites is free for all LA County residents. This includes undocumented residents and those with and without health insurance. Visit** [**https://covid19.lacounty.gov/testing/**](https://covid19.lacounty.gov/testing/) **for more details.**

***What form of proof of a negative test is acceptable?***

**Proof of Negative COVID-19 Test means a printed document, email or text message displayed on a phone, from a test provider or laboratory that shows results of a polymerase chain reaction (PCR) or antigen COVID-19 test that either has Emergency Use Authorization (EUA) by the U.S. Food and Drug Administration or is operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services, that was conducted within 72 hours before entry into a Covered Location, City Facility, or Outdoor Large Event. The printed document, email, or text message must include the person’s name, type of test performed, date of the test, and negative test result. Self-administered, at-home tests are not acceptable.**

***Are masks required, if I attend in-person?***

**Yes. Regardless of vaccination status, masks must be worn when not *actively* eating or drinking. This means that you can briefly remove your mask when you are actually eating or drinking, but you must put it back on immediately afterwards. You must also wear a mask when you are waiting to be served, between courses or drinks, and while seated after finishing your food or drink.**

**I*s AFP GLAC liable if I am exposed to COVID while physically attending a chapter meeting?***

**No. Attendees voluntarily assume all risks and accept sole responsibility for any injury related to exposure to COVID-19, and release AFP GLAC from liability for any injury or harm that may result by attending the event. The AFP GLAC board’s goal is to ensure a safe meeting environment. As such, members also agree to abide by any prevention or safety measures that AFP GLAC, the venue, the County health department, or the State of California may have in place during the event. Members also agree not to attend the event if they become ill, are aware that they’ve been directly exposed to the COVID-19 virus within two weeks prior to the Event, or exhibit any symptoms of the COVID-19 virus prior to or during the Event. Additionally, attendees will be required to agree to an “Acknowledgement of Personal Responsibility and Assumption of Risk” statement upon completion of registration.**

***Do I have to be screened before entering the event venue?***

**Yes. Attendees are required to complete a screening process upon arrival at the event, which will include a temperature check and answering questions about symptoms. If you are unable to meet the requirements of the screening process, you will not be permitted to attend the event.**

**Notes from December Board meeting**

Recommendation to continue with waivers to protect our organization. Heather recommends we continue online until Spring, and perhaps start in person perhaps we asked for a layer of protection by requesting a negative covid test.

Potential for exposure is going to be active for a while.

For further research:

* AFP Global - best practices from ICON, etc.
* County of Los Angeles - City of LA policies
* Chronicle of Philanthropy webinar on Hybrid events

**Resources**

[Safer LA orders (City of Los Angeles)](https://lamayor.org/sites/g/files/wph1781/files/page/file/20210930%20SAFER%20LA%20Public%20Order%20Revised%2009.30.21.pdf)

[Checking test results](http://publichealth.lacounty.gov/media/Coronavirus/docs/HOO/Proof_neg_test.pdf)

[Checking Vaccinations](http://publichealth.lacounty.gov/media/Coronavirus/docs/HOO/Proof_vaccine_card.pdf)

[Social Distancing](https://www.lamayor.org/sites/g/files/wph1781/files/page/file/HOO-Safer%20at%20Home%20Order%20for%20Control%20of%20COVID-04102020%20pages%209%20-%2011.pdf)

**Notes from LA County**

Indoor events and venues. All persons attending indoor public events and venues are required to wear masks, regardless of vaccination status, except while actively eating and drinking in designated areas.

When actively eating and drinking indoors, customers must be seated or positioned at a table, counter, or other stationary location. “Actively eating or drinking” refers to the limited time during which the mask can be briefly removed to eat or drink, after which it must be immediately put back on. The customer must wear a mask indoors whenever they are not actively eating or drinking, such as when they are waiting to be served, between courses or drinks, or while seated after finishing the food or drink.

Businesses are encouraged to make masks available to all attendees.

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