

HDSA Event Guidelines for Face to Face Events During the COVID-19 Pandemic

- 1. All volunteers and participants required to sign HDSA COVID Awareness Waiver in order to participate.**
 - Waiver includes statement that participants must be in good health and symptom free from any illness for at least 2 weeks prior to the event.
- 2. Participants are expected to adhere to CDC social distancing guidelines, until such time that the CDC updates federal health & safety recommendations.**
- 3. All volunteers and participants are required to follow state guidelines related to mask wearing.**
 - Consistent with federal CDC guidelines, HDSA *strongly* encourages wearing masks to prevent the spread of COVID-19.
- 4. Hand sanitizer should be readily available to all participants, including displayed at registration and on other event tables such as “grab & go” food tables.**
- 5. Event venue maximum capacity must be clearly communicated and followed.**
 - Determine facility capacity and calculate percent allowable per state guidelines. Cap registration at that number.
 - Offer online/virtual participation for participants above venue capacity.
- 6. Strongly encourage online donations via credit card using HDSA’s online giving and event management system.**
 - Cash and checks collected on-site should be done in a manner to minimize handling, such as a secure drop box, while still maintaining best practices for collecting and counting cash.
- 7. Event set up will employ stringent social distancing layout and people movement will be mapped in a “one-way” traffic flow pattern.**
 - Check in lines will be marked in six foot intervals.
 - Any exchange of materials, such as name badges, should be done using a table where items are dropped and retrieved with maximum space between parties.
 - Recommended program time is less than 15 minutes to minimize risks associated with group gatherings.
- 8. Post signage in highly visible locations (e.g., at entrances, in restrooms) to promote protective measures (mask wearing, hand sanitizer and hand washing).**
 - Broadcast regular announcements to promote protective measures (mask wearing, hand sanitizer and hand washing).
- 9. All third party vendors and/or exhibitors are expected to comply with these guidelines.**