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.