

# COVID-19 In-Person Event Policy

This policy is in effect for dates 10/19/2021 through 5/11/2023, the date the latest Public Health Emergency ended. This policy will be reviewed annually by the NNE Board of Directors and reinstated upon notice of a Public Health Emergency as needed for the safety of all.

Effective: 10/19/21-5/11/2023

Last Reviewed: 7/28/2023

## Application

This policy applies to any meeting, education program, social event, or other event offered by the Northern New England Chapter when there is an in-person component.

## Definitions

**Fully Vaccinated:** NNE HFMA will follow the CDC's current definition of fully vaccinated. As of 9/16/21, that definition is:

*In general, people are considered fully vaccinated:*

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

**Health Screening:** A person is considered to have passed the health screen if they acknowledge they have none of the symptoms of COVID-19 and their temperature is under 100.4° F.

- See [CDC Symptoms of COVID-19](#)
- CDC definition of a fever = 100.4° F or greater

## NNE HFMA Attendee, Vendor, and Speaker Requirements

### Vaccination Requirements

Attendees, vendors, and speakers are required to present proof of full vaccination status prior to attending a NNE HFMA event in-person.

### Health Screening Requirements

- Event coordinators will include a request that attendees, vendors, and speakers self-screen for COVID-19 prior to arriving at the event. The event coordinator can choose the method of communicating this request, such as via meeting confirmations, email reminders, and/or CVENT event summary.
- Attendees, vendors, and speakers are required to pass a health screening prior to entering the event.

- The chapter may waive the health screening requirements in times of low or moderate COVID-19 transmission in all three chapter states (Maine, New Hampshire, and Vermont).
- The decision to waive the health screening is made by the appropriate committee co-chairs as well as a chapter officer.

## Mask Use

The NNE Chapter will determine whether masks are required to be worn by attendees, vendors, and speakers for each event based on the current transmission status in Maine, New Hampshire, and Vermont as well as the size of the event and whether the venue is indoors or outdoors.

Event coordinators will propose a mask policy for each event, which must be approved by the appropriate committee co-chairs and a chapter officer.

### **Policy options:**

1. Mask use required for all attendees, vendors, and speakers at all times during the event when not actively eating or drinking. Masks must completely cover the nose and mouth.
  - The chapter may waive the masking requirements for speakers who are actively presenting.
2. Mask use optional for attendees, vendors, and speakers.

## Social Distancing

The chapter will follow the venue's policy for social distancing.

## Accommodations for Education Events

Accommodations will be made for individuals who cannot or will not attend in-person education events due to unvaccinated status or other reason. The event coordinators determine the accommodation to be offered (e.g. virtual or recorded option).

## Venue's COVID Policy

Event coordinators must obtain the venue's COVID-19 policies and procedures, to include:

- Staff vaccine mandate and/or testing requirements/policy
- Guest vaccine mandate and/or testing requirements/policy
- Masking policy/mandate for staff and guests
- Social Distancing policy for staff and guests
- Ventilation and sanitizing protocols
- Criteria the venue uses to make changes to the above policies over time

The appropriate committee co-chairs and a chapter officer must approve the venue's policies prior to contracting with the venue for an event.

## Event Invitations and Summaries

The event coordinator should ensure the policies that apply to the event are clearly outlined in the event summary, to include:

- Vaccine requirement
- Mask requirements
- Self-screen and Health screen requirements
- Statement that the event COVID requirements are subject to change at any time prior to the event given the status of the pandemic or updated venue, local, state, and federal guidelines and requirements.

## Updates to this Policy

This policy is subject to change due to the status of the pandemic, CDC guideline updates, federal and state laws and guideline updates, or other reasons. Updates will be drafted by the Executive Committee and approved by the Board of Directors.

## Resources:

[CDC COVID Data Tracker](#)

[CDC, COVID-19 Event Planning FAQ](#)

[CDC, Interim Public Health Recommendations for Fully Vaccinated People](#)

[The White House, The Path out of the Pandemic](#)

[Can Planners Mandate COVID Vaccinations for Attendees?](#)