



## **CAI-NJ Event Reopening Guidelines (Precautionary measures)**

### **4.1.21**

**PURPOSE:** The established guidelines will allow our members to comfortably attend outdoor and at a future date to be determined, indoor in-person events while ensuring the safety of our organization's membership, as well as mitigate the financial and legal exposure of the organization to acceptable levels as determined by the CAI-NJ Board of Directors. These guidelines are subject to change, based on the Governor's Executive Orders for event reopening. These guidelines will be the basis of an *Event Checklist*, which must be completed at the initial planning of all in-person chapter events and followed throughout the event.

It is the expectation of the CAI-NJ Board of Directors and employees, that all attendees adhere to these guidelines and conduct themselves responsibly when attending chapter events. Non-adherence will result in being asked to leave the event and potentially being banned from future events at the discretion of the CAI-NJ Board of Directors.

#### **Required:**

- Social distancing
- Accessibility of hand sanitizer
- Face masks
- Temperature checks
- Signage
- Contactless registration to include waivers and questionnaires.
- Event day questionnaire
- Mechanism for monitoring compliance
- Capacity limitations

#### **To be Considered:**

- Venue space and capacity
  - Venue sanitizing protocol, including but not limited to restrooms.
  - Consideration of third-party cleaning service for high touch surfaces
  - Venue safe food service
  - Venue safe liquor service
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## **Required:**

### **Social Distancing Protocol**

- a. Attendees will be asked to maintain a safe distance.
- b. Social distancing will be considered and maintained when planning tables and seating.
- c. Venue capacity limits as per the Governor's Executive Orders will be maintained.
- d. Specific start and end times for the event will be strictly enforced.
- e. Security to enforce procedures and social distancing.

### **Accessibility of Hand Sanitizer**

- a. An adequate amount of hand sanitizer (TBD) will be located at the event entrance, registration, and throughout the venue.
- b. Attendees will be encouraged to use hand sanitizer periodically during the event.

### **Face Masks**

- a. Everyone in attendance, including venue staff, must properly wear face masks, covering nose and mouth. Gaiters, handkerchiefs, and bandanas are not considered approved face coverings and will not be allowed.
- b. Failure to wear a face mask will result in the attendee's removal from the event.
- c. Face masks may only be removed when eating or drinking while stationary.
- d. Disposable face masks will be available for those not having one. Attendees must remain stationary when eating and/or drinking.

### **Temperature Checks**

- a. Upon entering the event, all attendees will check-in and have their temperatures scanned.
- b. Any attendees with an above range temperature scan will not be permitted to attend the event.
- c. Temperature standard for COVID-19 per CDC = 100.4 degrees or then-current CDC Guidance.
- d. The rental of a walk-through/kiosk temp scanner will be considered which will reduce check-in time and staff exposure.

### **Signage**

- a. Attend "At Your Own Risk".
- b. Social distancing of six (6) feet, must be maintained by all attendees.
- c. Face masks must be worn by all attendees, always during the event.
- d. Face masks may only be removed when eating or drinking but must be replaced.
- e. Use Hand Sanitizer stations as frequently as possible.
- f. Questions – please see a CAI-NJ Team member.



### **Contactless Registration**

- a. All registrations must be done online or via mail, prior to the event.
- b. On-site registrations will not be permitted.
- c. All registrations will include the necessary waivers and a pre-event questionnaire.
- d. On-site will only allow for registration swaps which will be printed at the event. Any attendee swapping for another registration must complete the registration process on-site, including the questionnaire and waivers.
- e. Badges will be pre-printed and picked up at the event by the individual attendee at a designated area.

### **Waiver to be Included and Signed in the Pre-registration Process.**

#### **Event Day Questionnaire to be completed within 48 hours prior to entering the event.**

- a. Within the last 14 days, have you experienced any of the following symptoms: fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, or runny nose, nausea or vomiting, diarrhea?
- b. Have you been in close physical contact in the last 14 days with 1) Anyone who is known to have laboratory-confirmed COVID-19 OR 2) Anyone who has any symptoms consistent with COVID-19?
- c. Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?
- d. Are you currently waiting on the results of a COVID-19 test?
- e. Have you traveled outside of New Jersey, New York, Pennsylvania, or Delaware, in the past 14 days?

#### **Event Check-in Process**

- a. All persons in attendance of the event must wear a mask when entering the event.
- b. Attendees will check in with a CAI-NJ Team member at the door.
- c. Staff will wear masks and face shields or stand behind a plexiglass barrier for the check-in process and registration swaps.
- d. CAI Team member will verify that the attendee has completed the “Event Day Questionnaire”, within 48 hours of the event.
- e. If the “Event Day Questionnaire” has not been completed prior to the event, the attendee must do so either on their smartphone device or via printed form, before checking in.
- f. At that time, attendees will have their temperature scanned and a CAI-NJ Team member will enter it into the log if a walk-through temperature scanner is not in use.
- g. Once checked-in, the attendee will pick up their pre-printed badge at the designated location.



### **Mechanism for Monitoring Compliance**

- a. Security will be on-site, ensuring that all protocols set forth in these guidelines are maintained.
- b. Security will ask any attendee not adhering to required protocols set forth in the above guidelines, to exit the event.
- c. Non-member COVID-19 Ambassadors – 1 per 35 – 50 attendees (minimum 2 per event)

### **Capacity Limitations**

- a. The capacity limit will be as directed by Governor Murphy's Executive Orders and dictated by the venue capacity limits.
- b. All registrations must be made prior to the event.
- c. On-site registration will not be permitted.
- d. Registration swaps only will be permitted.

### **To be Considered:**

#### **Venue Space**

- a. Currently, all events will include the option of outdoor space with coverings such as tents.
- b. The option to allow the hosting of events indoors will be re-evaluated by the CAI-NJ Board of Directors on or after July 1, 2021.

#### **Venue Capacity**

- a. The maximum number of allowed attendees will be based on the Governor's Executive Orders pertaining to the percentage of capacity.

#### **Venue Sanitizing Protocol, to Include but not Limited to Restrooms.**

- a. The venue must provide in writing, their sanitizing procedures.
- b. Venue specific – high touch areas must be sanitized throughout the event.

#### **Venue Safe Food Service**

- a. The venue must provide in writing, their procedures for serving food, and such procedures must be accepted as safe practices by the CAI-NJ Board of Directors.

#### **Venue Liquor Service**

- a. The venue must provide in writing, their procedures for serving liquor, and such procedures must be accepted as safe practices by the CAI-NJ Board of Directors.
- b. Congregating at bar areas will not be permitted.



***New Jersey COVID-19 Information Hub, Reopening Guidelines: <https://covid19.nj.gov/pages/reopen>***

***Reference in building plan: <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>***