



## CAI-NJ Event Reopening Guidelines (Precautionary Measures) 8.26.21

**PURPOSE:** The established guidelines will allow our members to comfortably attend all 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:

- Accessibility of hand sanitizer
- Signage
- 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
- 

### Required:

#### Social Distancing Protocol

- a. Unvaccinated attendees are strongly encouraged to practice 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, is strongly encouraged to wear proper protective face masks, covering nose and mouth.
- b. Disposable face masks will be available for those not having one.

### **Signage**

- a. Attend "At Your Own Risk".
- b. CAI-NJ strongly encourages unvaccinated guests to practice social distancing and wear a mask.
- c. Face masks are strongly encouraged to be worn by all attendees.
- d. Use hand sanitizer stations as frequently as possible.
- e. Questions – please see a CAI-NJ Team member.

### **Registration**

- a. All registrations are recommended to be done online or via mail, prior to the event.
- b. On-site registrations will be permitted.
- c. All registrations will include the necessary waivers and a pre-event questionnaire.
- d. 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 Check-in Process**

- a. Attendees will check-in with a CAI-NJ Team member at the door.
- b. CAI-NJ Team member will verify that the attendee has completed the COVID-19 Waiver
- c. If the "COVID-19 Waiver" has not been completed prior to the event, the attendee must do so before checking in.
- d. Once checked-in, the attendee will pick up their pre-printed badge at the designated location.

### **Capacity Limitations**

- a. The capacity limit will be as directed by Governor Murphy's Executive Orders and dictated by the venue capacity limits.

### **To be Considered:**

#### **Venue Space**

- a. Both indoor and outdoor events are permitted but subject to change in accordance with Executive Orders.

#### **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.

***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>***