



COVID-19 Safety Protocol for Events

09/30/2021

The safety protocols outlined in this document are intended for use by meeting and event organizers of Room to Read for various types of in-person events listed below.

TYPES OF EVENTS (FOR REFERENCE):

- Room to Read-Led Events
 - Speakers
 - Guests (Board Members, Advocates, and Donors)
 - Staff
 - Vendors
- Third Party Events
 - Conferences, summits, exhibitions where Room to Read staff members are invited to speak at panels, roundtables, and/or to “man”/host the booth in a hospitality area.
- Internal Events
 - Staff
- Chapters Events
 - Volunteer held events for awareness or fundraising

SAFETY GUIDELINES

- [World Health Organization \(WHO\)](#) and [Centers for Disease Control \(CDC\)](#):
 - If you don't feel well or show any symptoms of COVID-19, stay home.
 - Prevention measures:
 - Stay home if feeling ill;
 - keep at least a six (6) feet distance from others;
 - wear a mask;
 - avoid crowded or poorly ventilated areas; and
 - cover coughs and sneezes with bend elbow or tissues,
 - clean your hands frequently.
- Vaccinations are encouraged.

GENERAL PROTOCOL FOR EVENTS

- For all events, whether hosted by Room to Read or attended by Room to Read representatives, all local COVID-19 mandates and requirements will be followed.
 - The **EVENT LEAD**/Staff responsible for the organization of each event are responsible for knowing what the local mandates and requirements are and enacting them.
 - Where safety guidelines differ between a given locality and an event space, a vendor, or third party, default to the most cautious protocols.
- If staff members feel the need to adopt stricter safety measures for themselves in order to feel safe, they are welcome to do so. This decision is made on a personal basis and the stricter measures only apply to the individual, not to the entire event's attendees.

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- For events hosted by Room to Read, contact tracing will be conducted should a positive case of COVID-19 be confirmed at an event.
 - Contact information for any individual attending the event whether as an attendee, speaker, volunteer, or vendor should be gathered prior to the event to allow for contact tracing if needed.
 - Where required, local health authorities or other designated agencies will be informed.

ROOM TO READ IN-PERSON GATHERINGS

- **In-Person, Offsite**
 - If employees are gathering for work-related meetings that are not required to be in-person, they should:
 - Consider safety factors as outlined by WHO and CDC and whether a gathering is necessary.
 - Practice all preventative safety measures:
 - Stay home if feeling ill;
 - keep at least a six (6) feet distance from others;
 - wear a mask;
 - avoid crowded or poorly ventilated areas; and
 - cover coughs and sneezes with bend elbow or tissues;
 - clean your hands frequently.
 - Take note of who attended should contact tracing become necessary after a positive COVID-19 test result.
 - If employees are gathering for social purposes that are not related to work, this is considered a personal gathering with attendance decisions at the discretion of each individual. All safety considerations are strongly encouraged.
- **In-Person, Onsite**
 - Refer to [Reopening Plan](#).

WHAT IF'S

- **What are the options for staff if they don't feel comfortable or safe participating in an event?**
 - All staff members should feel safe in their workplace. Staff members should contact **EVENT LEAD** and their Supervisor to see what adjustments and accommodations can be made.
- **What if an event attendee tests positive for COVID-19 after attending an event?**
 - If an attendee has symptoms of and tests positive for COVID-19, they should contact **EVENT LEAD** immediately. The **EVENT LEAD** should follow the reporting process in the [Reporting Protocols](#), including following local laws and regulations.
 - **EVENT LEAD** reports immediately to People Ops and the Country Director (for Country Offices) or relevant Chief (for global offices).
 - If People Ops determines that there has been contact between a Room to Read event attendee and an individual who has tested positive for COVID-19, **EVENT LEAD** must partner in determining who needs to be informed based on the information collected.
 - As is feasible, contact tracing will be performed for Room to Read hosted events. An individual who has been exposed, will receive notification with information on the exposure and recommendations for next steps.

- **What if an event attendee finds out that they have been exposed to someone who has tested positive for COVID-19?**
 - Always follow local ordinances and recommendations from WHO and CDC for guidance, monitor for symptoms, and get tested if necessary.
 - If an attendee who has been exposed to COVID-19 directly has already attended an in-person event, they should contact the **EVENT LEAD** as soon as they are able before following WHO and CDC recommendations for next steps.
 - **EVENT LEAD** can work with People Ops to determine next steps for potential for contact tracing.
 - If an attendee who has been exposed to COVID-19 directly has not yet attended an in-person event, they should follow WHO and CDC recommendations for prevention, consider getting tested, and whether attendance to the event is necessary.
- **What level of contact tracing will Room to Read conduct?**
 - If speakers, guests, staff, volunteers, or vendors test positive for COVID-19 after attending a Room to Read hosted event, Room to Read will make their best effort to notify affected attendees who were in close contact (as defined by the CDC) with potential exposure.
 - Close contact: any individual within six (6) feet of an infected person for a total of 15 minutes or more.
 - Where required, local health authorities or other designated agencies will be informed.

RESOURCES

- [Room to Read: Coronavirus Resource Center](#)
- [World Health Organization: Coronavirus disease \(COVID-19\)](#)
- [Centers for Disease Control: COVID-19](#)

EVENT LEAD CONSIDERATIONS

1. Is the event indoors, outdoors, or a mixture of both?
2. How many people will be attending?
3. What are the COVID-19 safety protocols for the event space or host (if not Room to Read)?
 - a. Masks, vaccinations, negative COVID-19 test, etc.
 - b. Contact tracing requirements
4. What are the COVID-19 safety protocols for the city, county, state, or country?
 - a. Masks, vaccinations, negative COVID-19 test, etc.
 - b. Contact tracing requirements
5. Which safety protocols are most cautious?