**Western Regional Children's Advocacy Center**

# Considerations for Hosting In-Person Trainings & Events

This document provides a list of questions and issues to consider when determining whether or not to host an in-person training or event during the COVID-19 pandemic. It is assumed that until a vaccine is widely available and in use, there are important questions regarding health and safety that need to be considered when hosting events. It is further assumed that modifications will need to be made to the event and certain practices will be expected of participants to reduce the risk of transmission of COVID-19, including the following as recommended by the Centers for Disease Control and Prevention (CDC) for small- and large-group gatherings:

- Wearing masks or facial coverings at all times
- Social distancing of at least 6 feet
- Supporting and enforcing healthy hygiene behaviors and respiratory etiquette

This document does not advocate either holding or cancelling in-person events. Instead it is meant to raise questions to consider so that the event host can collect as much information as possible to make an informed decision to maximize the health and safety of all in attendance.

The information provided in this document is based primarily on data and resources available from the CDC (see resource links at the end of this document).

**QUESTION 1: Can the goals of the event or training be met (or primarily met) through a virtual format?**

## IF YES TO Q1

## IF NO TO Q1

**The safest option is to host the event virtually. There are many online platforms that can be used for virtual events.**

Please note, if a training is designed to meet a specific requirement outlined in the National Children's Alliance (NCA) Standards for Accreditation, contact NCA before moving the training to a virtual format
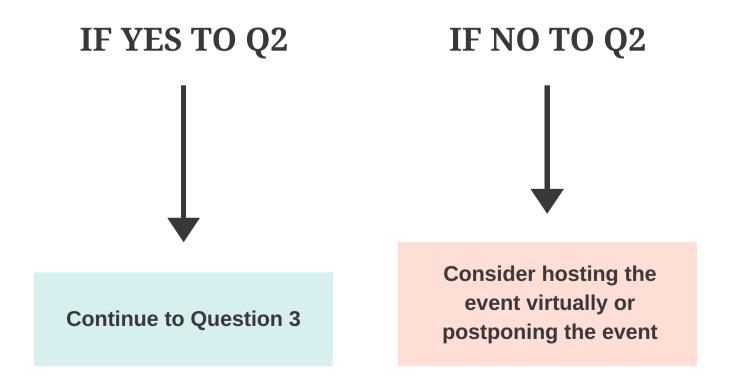
**Continue to Question 2**

## QUESTION 2: Will facilitators, staff and all other participants be permitted to travel and can they do so safely?

**Consider the following in determining how travel risks might impact the health, safety and attendance of participants:**

- Review state or area-specific travel guidelines or restrictions (for example, will self-quarantine be required for entry or exit from where the event is held?)
- Will some or all participants need to fly, make flight connections, use mass transit, and/or secure overnight lodging and how safely can that be accommodated?
- Will only some of the targeted audience be able to attend due to travel restrictions or safety concerns? Consider for example if the participants have agency-level travel restrictions or represent a population that might be more at-risk given their age or health status.

## IF YES TO Q2

## IF NO TO Q2

**Continue to Question 3**

**Consider hosting the event virtually or postponing the event**

## QUESTION 3: Can the format, setting and logistics of the event be modified to adhere to agency, local, state and other relevant policies and mandates, and minimize the health and safety risks of the attendees?

**Review relevant health and safety policies, including host agency policies, municipal guidelines or mandates, state guidelines for re-opening, CDC guidelines, etc. to help answer the questions below.**

- Is there a maximum number of people allowed to gather?

- What is the maximum occupancy size of the meeting space in order to maintain 6 feet of social distancing at all times? Is a larger space needed/available?

- How is the meeting space sanitized? Who is required to clean it before/after the meeting? Will adequate supplies, including soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, and no-touch/foot pedal trash cans be available?

- Are there other facility features (e.g., elevators, limited bathrooms, breakrooms) that will need to be considered in terms of health and safety?

- Are masks or facial coverings required at the meeting? How will this be communicated?  What will happen if someone arrives without a mask or facial covering?  Will facial coverings be made available?

- What happens if a participant refuses to comply with local health mandates such as masking?

- Will screening of all participants occur (for example, screening for temperature, symptoms, travel outside US in past 14 days, or other potential exposure)?  By whom? When? Are thermometers needed? How will information about screening be communicated to participants?

- How will lunch/food be handled given that communal food should be restricted?

- Will a microphone be needed due to challenges hearing with masks/facial coverings and social distancing?

- How will the agenda and format of the event or training be adapted to ensure social distancing requirements are met throughout (e.g., will small-group exercises need to be redesigned or eliminated)?

- How will the agenda and format of the event or training be adapted to eliminate high-touch objects and shared contact of objects (e.g., emailing handouts prior, no shared fidget gadgets, candies or other table-top items, no shared pens, markers and flipchart papers, etc.)?

# IF YES TO Q3

# IF NO TO Q3

**Continue to Question 4**

**Consider hosting the event virtually or postponing the event**

**QUESTION 4: In light of the modifications that would be required to hold an in-person event and safely accommodate participants, would the goals be better met through a virtual format or by postponing the event?**

## IF YES TO Q4

## IF NO TO Q4

**Consider hosting the event virtually or postponing the event**

**Continue to the additional considerations**

**Additional considerations if the in-person event will go forward:**

Develop a plan to communicate with all attendees prior to the event detailing the health and safety precautions taken by the host, and what will be expected of each participant when they arrive at the event, throughout the event and when they leave.

Consider under what circumstances the event would be cancelled or postponed:

- Are there local/state indicators that need to be monitored to make that decision? Keep in mind that local and state guidelines can change with little notice.

- In what time frame will that decision occur? Consider, for example, when costs will be incurred for the host or participants (e.g., a contract signed, flights booked).

# Resources from the Centers for Disease Control and Prevention

CDC Coronavirus Home Page: **https://www.cdc.gov/coronavirus/2019-ncov/index.html**

CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again: **https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf**

This CDC Considerations for Institutes of Higher Education has guidance related to in-class instruction that is applicable to in-person trainings and events hosted by children's advocacy centers and state chapters: **https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html**

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