



## *Policy Conferences*

### **CFEE COVID-19 Protocols, Procedures, and Safety Measures**

**Pre-Event Vaccination:** We now require all in-person participants to be fully vaccinated for COVID-19 two weeks prior to the event. For those participating remotely, we will provide a virtual link one week before the conference.

**COVID Test Requirement:** In light of the Delta variant and the uptick in COVID, we are requiring all in-person participants to either have taken and received a negative COVID test within the previous 72 hours or complete an on-site, ten minute rapid COVID test we will provide.

**On-Site Rapid Testing:** For all of our conferences, we now have available antigen nasal swabs for rapid testing of COVID-19 for any participants concerned they may be COVID positive.

**Post-Event COVID-19 Testing:** Following the program, we encourage all participants to minimize interaction with individuals outside their household until they have taken a follow-up COVID test 4-5 days after the conclusion of the program. Upon request, we will provide an antigen rapid test upon departure from our conference. We request to be notified promptly if they test positive, and we would then implement contact tracing for all fellow participants.

**CA Notify:** On your phone, we ask that you activate CA Notify, California's COVID-19 notification app. To learn more about CA Notify and activation instructions please visit: <https://canotify.ca.gov>

**Health Questionnaire:** In the days before the event, we send participants a health questionnaire, and we ask them to confirm their symptom-free status before joining.

**Temperature and Oxygen Readings:** Throughout the program, we conduct regular temperature and blood oxygen checks to help participants monitor their well-being.

**Sanitation and Masks:** We make available to our participants our abundant supply of hand sanitizer and disinfectant wipes. We also provide cloth masks to anyone who does not have their own. Masks are mandatory.

**Physically-Distanced Seating:** For our meeting rooms and meals, we arrange physically distanced seating as well as outdoor venues when possible.

**Hotel Procedures:** We work with our hotel partners to understand and institute additional measures as needed. We examine protocols that will be applied to their entire property, their personnel, and other hotel guests. Frequent sanitation in highly trafficked areas, requiring staff to wear masks, and enhanced cleaning procedures for rooms are minimum requirements.

**Virtual Engagement:** To accommodate those who cannot join on site, we facilitate remote participation and ask all in-person attendees to bring their headphones so that the discourse can take place online. This broadens engagement while still allowing CFEE to responsibly manage the number of participants who attend in-person.

*@August 3, 2021 – subject to change. We continually refine our COVID protocols to reflect the latest best practices as determined by the CDC and other public health authorities.*