

<p>Easterseals Western and Central Pennsylvania</p>	<p>Fundraising Events COVID-19 Health and Safety Procedures</p>	<p>Date: 1/22/2021 Rev. Date: NA</p>
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Policy:

Easterseals Western and Central Pennsylvania (ESWCPA) will ensure that all necessary safety measures are in place to ensure the health and safety of all event participants, volunteers, board members, and staff members in attendance. ESWCPA will follow the current guidelines put forth by the CDC and local government agencies as they relate to COVID-19.

Purpose:

This policy describes the necessary measures needed to be put in place to ensure a safe atmosphere and environment for all event attendees. Measures put in place will apply to all employees, board members, volunteers, and participants who attend an Easterseals affiliated fundraising event during times with restrictions placed on in-person gatherings.

For the purposes of this policy, any in-person gathering includes any event hosted at an indoor and/or outdoor facility involving participants and volunteers for the purpose of fundraising measures and activities. This can include any recreational, entertainment and other miscellaneous activities.

Venue Safety and Social Securities

ESWCPA Management has the authority to amend event details to be compliant with the health and safety guidelines established in each county and local municipality. It is the responsibility of the ESWCPA staff to monitor and adhere to the recommendations and guidelines set in place by national, state, or local authorities to ensure events can be hosted safely. All staff responsible for the planning and execution of events will be required to obtain a copy of the safety protocols and measures from applicable vendors to be reviewed by Easterseals designated staff. Once reviewed and approved, staff can begin to plan and work on preparation efforts needed to host an event.

A. Event Set Up and Tear Down Measures

It is the responsibility of all Easterseals employees, board members, volunteers, and event captains to wear masks or facial coverings at all times. This includes set up periods and tear down. Prior to their arrival, employees and volunteers will be required to submit a signed waiver acknowledging the risks associated with their involvement. They will be reminded to self-monitor and be alert of any COVID-19 symptoms before arriving.

All employees and event volunteers will be required to take their temperatures before entering the premises. If any employee or event volunteer exhibits a fever and/or is showing signs or symptoms of COVID-19, they will be asked to leave.

During set up measures, when the situation warrants, all event planning staff will allocate designated workstations for each volunteer. Volunteers will be provided with their responsibilities and

expectations of them before the event. In the case that venue staff is not available for sanitation of hard surfaces, Easterseals staff will be required to ensure that these items are cleaned and sanitized. Once sanitized, volunteers will be asked to use precautions and begin to set up table displays. If a volunteer is working with food and drink services, they will be required to wear gloves.

Once the event is over, it is the responsibility of Easterseals staff members to ensure that all items and event tables/areas are washed and sanitized. Any volunteer responsible for assisting with tear down measures will be asked to wear gloves in addition to their masks. Volunteers assisting with picking up of garbage will be asked to do so solitarily when possible. All volunteers will be asked to wash their hands after their assignment is complete. Staff responsible for each event are required to ensure that volunteers are following these guidelines.

B. Food Service and Dining

All food service and beverage vendors/venues must follow the state and local safety guidelines. Each vendor/venue will be provided with a copy of ESWCPA's COVID-19 Safety Policy. All health and safety protocols established will need to be provided to ESWCPA Management to review and approve. In addition to the safety guidelines food and drink vendors/venues provide, all events will be required, when possible, to have disposable plates, utensils, and drinkware to prevent the reuse and exposure. All food and drinks will be served to guests by volunteers and/or venue staff. Guests will not be permitted to serve themselves due to the risk of contact exposure. When applicable, events serving alcohol will not allow for participants to gather around the bar; guests will be expected to leave the bar after their beverage is prepared. Masks must always be worn by participants, with the exception of eating or drinking. Hand sanitizer will be made readily available and guests will be encouraged to use it.

C. Event Check-In

When possible, staff should implement a limited contact or contactless check-in. If this is not possible, volunteers must wear gloves in addition to masks or facial coverings. Volunteers will be asked to sanitize workstations periodically to limit contact exposure to the virus. All event volunteer assignments and waivers will be sent prior to event attendance. All event participants must be provided with event guidelines and expectations prior to arrival. Signs that include the safety guidelines must be displayed, and guests must sign an acknowledgment that states the guidelines were provided to them. Guests will be asked to self-monitor before attending an event, including taking their own temperature. Guests will also be asked to complete a COVID-19 waiver before entry. Failure to do so will result in denied entry to the event.

II. Expectations of Participants

All participants are expected and required to adhere to the health and safety guidelines set in place at the time of the event. Staff members are responsible for ensuring that all participants are in compliance with the safety protocols. In general, participants will be requested to socially distance, wash/ sanitize hands, and wear a mask or facial covering appropriately with minor exceptions.