

NCCPA – PAHx Protocol for Hosting

In-Person Meetings with External Guests

NCCPA-PAHx values the safety and wellbeing of the dedicated volunteers and employees who contribute to the important work of the organization and its supporting organizations. To help reduce the potential risks of exposure to COVID-19 or any infectious disease for individuals who attend in- person meetings hosted by the organization(s) and to support public health measures, the following protocols are in place for the **PA History Society Board of Trustees Meetings** (the “Meetings”)**,** to be held **April 13-14, 2024 in Johns Creek, GA, and November 2-3, 2024 in Atlanta, GA.** NCCPA will continue to monitor the ongoing COVID-19 situation, the prevalence of other infections, the CDC’s recommendations, and federal/state requirements. Should any changes to the protocols be required prior to the meeting, an updated protocol will be provided to all meeting participants.

NCCPA-PAHx recognizes that even diligent efforts to follow public health guidance and orders cannot guarantee that participants in the Meetings will not contract or transmit the virus that causes COVID-19 or other infectious diseases, or harmful bacteria, even if the participants have been vaccinated against some of these infections. NCCPA further recognizes that participants or those they encounter face risks of infection from these diseases as a result of traveling to and participating in the Meetings and related activities. By accepting the invitation to attend the Meetings, participants acknowledge and assume the associated health and other risks, including potential disruption to work and personal plans.

#  REQUIREMENTS FOR COVID-19 VACCINATIONS AND HEALTH SCREENING

* Staff attending the Meetings must have received the complete course of a COVID-19 vaccine (two injections for Pfizer or Moderna, one for Johnson and Johnson) at least two weeks prior to the event.
* Attendees and guests must provide documentation of their vaccination. This is accomplished by a staff member scheduling a video call with each attendee. During this call, the attendee will be required to show their official CDC vaccination record card on screen. The staff member will note on a meeting checklist that proof of vaccination was verified. No additional information related to the vaccine documentation will be recorded. ***If you have already provided documentation of your vaccination status for a prior NCCPA or supporting organization meeting, you are NOT required to show your official CDC vaccination record card again.***
* Prior to traveling and on location prior to the start of each meeting day, attendees may be required to answer health screening questions or may be required to conduct a self-screening. The screening questions are as follows:
	+ Have you experienced any of the following new or worsening symptoms of any potentially infectious disease within the past 14 days or do you have any of them presently? Symptoms should not be chronic or explained by known causes or conditions other than COVID-19 (e.g., known allergies or an alternative diagnosis from a provider for the symptoms).
		- Fevers or chills
		- Difficulty breathing or shortness of breath
		- Cough
		- Sore throat, trouble swallowing
		- Runny nose/stuffy nose or nasal congestion
		- Decrease or loss of smell or taste
		- Nausea, vomiting, diarrhea, abdominal pain
		- Not feeling well, extreme tiredness, sore muscles
	+ Within the past 14 days, have you been in close contact with (within 6 feet of) someone with a confirmed case of COVID-19 or any other potentially infectious disease when you were not wearing prescribed personal protection equipment?
* Attendees must review these questions and take a temperature check prior to beginning their travel to each of the Meetings. Anyone who is experiencing symptoms and answers affirmatively to any of the questions listed above or has a temperature of 100.4 degrees Fahrenheit or higher must refrain from initiating travel and notify NCCPA or its supporting organizations as soon as possible.
* On the mornings of the meetings, attendees who are experiencing any of the symptoms listed above must notify staff and must not come to the meeting room.
* Participants who have not previously notified NCCPA or its supporting organizations of possible symptoms may be required to use NCCPA’s electronic log-in system and complete a temperature check to check in for the meeting. If needed, this process will be conducted in a private area. This log-in system keeps NCCPA or its supporting organizations informed of participating guests and employees and helps monitor the safety of all in the event of fires, fire alarms, contact tracing, or other emergency situations. The aforementioned health questions will be included as part of the log-in system. The information obtained in this system will be retained for three weeks following each of the Meetings and will then be deleted.
	+ Any individuals who answer affirmatively to the health screening questions or have a temperature of 100.4 degrees Fahrenheit or higher will not be permitted to participate unless and until they have received clearance from their healthcare provider or from a local healthcare provider. Hotel staff can provide information on local urgent care clinics, if requested.
* Attendees who develop previously referenced symptoms during the meeting day must notify NCCPA or its supporting organizations and leave the meeting. They will be required to take repeat antigen tests and they may not return until they have received approval from NCCPA or its supporting organization.
* Attendees who test positive for COVID-19 will be required to quarantine in their hotel room. NCCPA or its supporting organization will cover Board members’ meals and lodging until they receive permission to leave quarantine.
* Attendees who receive a positive COVID-19 test within 14 days after the last day of the Meetings must notify NCCPA or its supporting organizations. Without disclosing any personally identifiable information, NCCPA or its supporting organizations will inform all individuals who attended the meeting and any other employees or individuals, as appropriate, of the possible exposure.
* A participant experiencing symptoms of any infectious disease spread through proximity to others (and not confirmed to be the result of a non-infectious condition) should use a mask during the meeting/event and absent themself from group meal functions. Participants with symptoms of COVID-19 will be asked to take a rapid antigen test. If the result is negative, the participant may continue to attend the meeting but should wear a properly fitting face mask when indoors around others at all times, at least until five days after onset of the symptoms and a second negative rapid antigen test result, taken at least 48 hours after the first test. If symptoms continue after a second negative test result, participants are asked to continue masking indoors until five days after symptom onset, to reduce the likelihood of infecting other participants with their illness, even if the illness is not COVID-19. Because consistent masking indoors is incompatible with participation in group meals, NCCPA or its supporting organization will work with the Board member to make other meal arrangements. Participants who test positive for COVID-19 must inform NCCPA or its supporting organization, immediately refrain from participating in-person in the meeting and isolate in accordance with CDC guidelines.

#  FLIGHT AND GROUND TRANSPORTATION

* Individuals traveling on behalf of NCCPA or its supporting organizations must comply with the protocols established by the selected airlines or other commercial transportation mode. The NCCPA or supporting organization staff will assist travelers, as needed, with booking flights. Or, for these Meetings, members may book on their own and forward their itinerary to the supporting organization staff.
* If feasible, individuals may choose to drive to the Meetings instead of flying or using other commercial means of transportation. NCCPA or its supporting organizations will cover driving costs to the extent the mileage expense does not exceed the costs for economy-class available flights. Staff can assist with estimating these costs for travelers who choose to drive. NCCPA or its supporting organizations will reimburse car travel at the rate of $0.670 per mile. Participants who choose to drive should notify NCCPA or its supporting organizations and provide documentation of their mileage to submit for reimbursement within 30 days after the conclusion of travel, in compliance with the business expense reimbursement policies.
* NCCPA or its supporting organizations may arrange for ground transportation between the airport, hotel, and restaurant, as needed. Details on specific pick up/drop off locations and shuttle times will be provided separately. Individuals who prefer to arrange separate local ground transportation may do so at their own expense but should notify NCCPA or its supporting organizations as much in advance as practicable.
* NCCPA’s vendor for group ground transportation has provided their operational protocol, which includes drivers wearing masks, wiping down vehicles between trips, increasing airflow as approved by passengers, etc. Passengers may be required to wear masks when using ground transportation arranged by NCCPA or its supporting organizations.

#  MEALS AND SNACKS

* Generally, breakfast, lunch, snacks, and beverages may be provided during scheduled meeting events. A final schedule of meals will be provided with each meeting agenda.
* One group dinner is generally scheduled for each meeting. Additional details will be provided closer to the Meetings, and an RSVP may be required.

#  HOTEL

The NCCPA-PA History Society has contracted with the following hotels for our two 2024 Meetings:

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| **Friday-Sunday****April 12-14, 2024** | **Friday-Sunday****November 1-3, 2024** |
| [Hilton Garden Inn](https://www.hilton.com/en/hotels/atljcgi-hilton-garden-inn-atlanta-north-johns-creek/?SEO_id=GMB-AMER-GI-ATLJCGI&y_source=1_MjA4MjA5NC03MTUtbG9jYXRpb24ud2Vic2l0ZQ%3D%3D)11695 Medlock Bridge RoadJohns Creek, Georgia 30097770-476-1966 | [Loews Hotel Atlanta](https://www.loewshotels.com/atlanta-hotel)1065 Peachtree Street, NEAtlanta, Georgia 30309404-745-5000 |

#  ADDITIONAL ACTIVIITES

NCCPA or its supporting organization may determine to provide attendees with the opportunity to participate in additional activities during the Meetings. Should an opportunity be identified, an RSVP may be required; and participation would be voluntary.

#  ADDITIONAL PROCTOCOLS

The following protocols have been established to help protect the health and safety of guests and employees:

* Practice social distancing by staying six feet away from others when possible when indoors.
* Wash hands or use disinfectant wipes before touching the shared utensils or appliances (coffee carafes, refrigerator handles, etc.).
* Practice frequent hand washing with soap and water for at least 20 seconds at a time or using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available, especially after using the restroom, after nose blowing, coughing, sneezing, and before eating or preparing food.
* Avoid touching eyes, nose, and mouth with unwashed hands.
* Cover mouth with the bend of your elbow or a tissue when coughing and sneezing and then place the tissue in the trash.
* NCCPA and its supporting organizations review and follow CDC masking guidelines. Should a need for a further masking policy arise, NCCPA or its supporting organization will communicate any requirement for wearing a mask onsite to attendees prior to travel.

#  LIABILITY WAIVER

By accepting the invitation to the **PA History Society Board of Trustees Meetings** (the “Meetings”)**, including April 13-14, 2024, in Johns Creek, GA, and November 2-3, 2024, in Atlanta, GA**, I represent that I HAVE READ AND WILL ABIDE BY NCCPA’s HEALTH AND SAFETY PROTOCOLS while participating in the Meetings and associated activities. I will not attend the Meetings or have in-person contact with the meeting attendees or NCCPA’s employees unless I am vaccinated and do not have symptoms of COVID-19 or symptoms of any potentially infectious disease, and unless I am able to truthfully and accurately respond to the attendee screening questions with responses that indicate my attendance does not pose a heightened risk to myself or others. In addition to all other rules relating to my attendance at the Meetings, I agree to comply with all COVID-related laws, guidelines, protocols, or procedures that may be implemented by the NCCPA and the federal/state/local government as applicable at the time of the Meetings, in order to protect as much as possible the health and safety of all attendees, including directives for frequent hand washing, social distancing and use of face masks. I agree that if I experience any symptoms associated with COVID-19, I will inform NCCPA or supporting organization staff as soon as reasonably possible and depart the Meeting.

**ASSUMPTION OF RISK:** I have read and understood the above warnings concerning COVID-19 and potentially infectious diseases and I am familiar with the health risks from COVID-19 infections. I hereby choose to accept the risks of in-person attendance at the Meetings and any associated activities in which I choose to participate.

Signature Date