



## Walnut Council Inc. (WC) Guidance for In Person Activities under COVID-19

This guidance applies to those that wish to hold in person WC gatherings. This document will be shared with WC leadership and posted on WC's website to serve as guidance.

Above all, WC values the health and safety of our members, guests, and staff. This guidance strives to create a respectful and healthy environment for participation in WC events. WC reaffirms its mission to encourage research, discussion, and application of knowledge about growing hardwood trees. A vital part of WC's mission includes safe in person field days and educational events.

Meeting planning will be based upon current recommendations and guidance for the location of the event. Responsibility for ensuring that this guidance is followed when sponsoring an in person WC event falls on the WC leader (board member or state chapter) organizing the activity.

Prior to Hosting an In Person event WC event organizers will:

- Follow all guidance provided by county or other local health departments in the geographical area of the event.
- Consult state Departments of Health and Centers for Disease Control (<https://cdc.gov>) websites for additional guidance as needed.
- Work with event hosts regarding their concerns and to follow all guidance provided by health organizations.
- Invitations to event or meeting agenda should include the following statements:
  - If you are feeling sick or have COVID-19 symptoms please stay home for everyone's safety.
  - WC strongly encourages wearing masks and social distancing at our events where conditions would recommend them.
- Require event registration.
- When hosting an indoor event, ensure that meeting space is large enough to host group with social distancing (determined as percent of room capacity).
- Determine how to limit the handling of food and equipment. Do not offer self-serve food/drinks or potlucks. Consider having attendees bring their own water bottles, snacks, bag lunches and seating.
- Consider limiting the length of events and movement around property.

### Day of Event

- Have someone responsible for documenting attendance as members arrive, in case someone becomes ill.
- Do not hold onsite registration.
- Verbally reiterate WC's policy to the whole group as part of the event welcome – "WC strongly encourages wearing masks and social distancing at this event. If you become ill with COVID-19 after attending this event, please notify (WC leader organizing event). Confidentiality will be maintained."
- Make attendees aware that you have disposable masks and hand sanitizer available during the event. If using portapotties, consider also providing disinfectant spray.

### After the Event

- Keep event attendance records for at least 30 days after the event.
- Evaluate the experience for future ways to improve safety.
- If you are notified after the event that an attendee has become ill with COVID-19, notify other attendees that someone became ill (without disclosing confidential information) and encourage attendees to be aware of COVID-19 symptoms.