



TIPS FOR PLANNING COVID FRIENDLY MEETINGS & EVENTS

Whether you are planning a COVID friendly Rotary meeting, fundraiser or event of any kind, there is a whole lot more to consider than there was pre-COVID. As committee members and directors, it is your responsibility to ensure that everything possible is being done to keep our members safe.

It is also critical to understand that it is currently **unknown to anyone** how the courts are going to respond with regards to COVID transmission cases, if, and when they arise. In other words, **WE DON'T KNOW:**

- If club members could be held liable for COVID transmission cases due to our negligence in planning & conducting a meeting or event.
- If courts could order insurance companies to defend Rotarian directors, committees and members accused of not taking sufficient precautions in planning events and resulting in people getting sick.

With this in mind, and because insurance was not designed for pandemics or communicable disease, it is imperative that due diligence is taken in properly planning events, and that the steps taken are well documented. Just in case a transmission occurs at our events and we are then held under scrutiny for the measure we took or didn't take into consideration.

Precautionary Risk Management Measures:

1. **Meet the current government & health authority guidelines.**
2. Meeting/Event invite recommendations:
 - Post social distancing protocols and expectations that they be followed. Examples below:
 - No Handshaking, No Hugging, Masks required whenever not speaking or eating, etc.
 - Post a disclaimer on the invite that indicates that members and guests come at their own risk as there is no way for the club or district to ensure zero risk of transmission (if possible, have a lawyer member assist in writing disclaimer).
3. Venue:
 - Consider a larger or outdoor venue whenever possible to allow for the ease of social distancing.
 - Talk to the venue provider and ask about their social distancing measures.
 - Post social distancing measures at the entry of the venue.
 - Room configuration & seating.
 - Ensure that physical distancing is possible for all attendees.
4. Food:
 - No buffets or shared plates.
5. Running the Meeting:
 - Share the social distancing protocols and the importance of following them.
 - Do not pass a wireless microphone around for open mike. If you do, sanitize the mic after every use.
 - Consider having a basket on the way out where members can place happy bucks or donations as opposed to handing a basket around.
6. **Good Record Keeping** - Maintain a log of all steps taken to reduce exposure of COVID transmission as well as a log the attendees and contact information. (This is key as to be able to advise attendants if it is later discovered that COVID cases were potentially transmitted at the specific event).
7. **These are just examples of good protocols to implement and are meant as ideas to generate some further brainstorming.**