



## **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 a year ago. 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 and/or insurance policies 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 insurance policies will respond to defendant 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.

### WHAT TO DO:

1. Strongly consider keeping events virtual whenever possible, and consider hybrid events allowing a certain number of people attend while others attend virtually via Zoom.
2. Limit the number of attendants to current government & health authority guidelines (the smaller the better).
3. Meeting/Event invite recommendations:
  - Post social distancing protocols and expectations that they be followed.
    - No Handshaking, No Hugging, Masks required whenever not speaking or eating.
  - Post a disclaimer on the invite that indicates that members and guests are do 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).
4. Venue:
  - Consider a larger or outdoor venue whenever possible to allow to 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
5. Food:
  - Consider having members bring their own food when possible. Otherwise, have the venue prepack meals (no buffets)
    - At the very least have the meals come pre-plated.
6. Running the Meeting:
  - Share the social distancing protocols and the importance of following them
  - Do not pass a wireless microphone around for open mike
  - Consider having a basket on the way out where members can place happy bucks or donations
7. 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.)