



ARTA – COVID-19 Event Protocol

Background

This Protocol of Alberta Retired Teachers' Association (“**ARTA**”) has been prepared as of September 11, 2020 in response to requests from Branches of ARTA to hold an “in-person” event or meeting.

If what is set out in this Protocol varies from the Guidelines of Alberta Health Services (“**AHS**”) for events to take place in Alberta or the British Columbia Ministry of Health (“**BC Health**”) COVID-19 health guidelines for events that are to take place in British Columbia, the applicable guidelines of AHS or BC Health take precedence.

ARTA does not encourage in-person events or meetings taking place and notes the advice from AHS in AHS’s guidelines to “cancel, postpone, reschedule or explore virtual attendance, especially for people at greater risk such as people age 60 years or older, and those with chronic medical conditions” (underlining is that of AHS).

In order for ARTA or a Branch of ARTA to hold an in-person event or meeting (an “**event**” or “**gathering**”) during the current pandemic, the following guidelines must be followed.

Event or Gatherings Protocol

1. The event organizers must follow current AHS or BC Health COVID-19 health guidelines in effect for the location where the event is to take place.
2. The event organizers must complete a Risk Assessment questionnaire for each person attending the event and must collect relevant contact tracing information from each person in attendance. A sample Risk Assessment Questionnaire is attached (**Attachment 1**). Contact tracing is required by ARTA, and contact tracing information should include the attendee’s name, phone number and address.
3. To reduce the risk at gatherings (the term used by AHS in its COVID-19 Health Guidelines), the organizers must:
 - (a) Exclude people who have any symptoms: cough, fever, shortness of breath, runny nose or sore throat (even if they appear mild or resemble a cold);
 - (b) Reduce the number of participants or change the venue to allow for physical distancing;



- (c) For audience-type events, provide the necessary space between attendees;
 - (d) Stagger the time of arrivals and departures from gatherings;
 - (e) Increase access to handwashing stations or alcohol-based hand sanitizer;
 - (f) Increase the frequency of cleaning of surfaces that are touched often; and
 - (g) Promote personal protective practices (coughing and sneezing etiquette, hand hygiene).
4. The following additional guidelines are to be followed:
- (a) Neither food nor drink should be shared at an event. If food and/or drink is to be consumed, it should be brought by the attendee in a separate container, along with the necessary utensils and never shared.;
 - (b) Events should be held in a location that allows for appropriate social distancing and protective face coverings (i.e. masks) must be worn at all times; and
 - (c) All attendees should be made aware that attendance at an ARTA/ Branch event is done so at their own risk.
5. Our insurance consultants advise that a Branch which holds an event (a gathering) should follow AHS's or BC Health's phase two precautions. They further advise that the organizers should "over communicate" to attendees the guidelines for attending the event, and they give as an example: make sure no one has had a fever or has been outside of the country, been exposed to someone who has had COVID, take attendees temperature before entering, wear a mask, and stay six feet apart.
6. It is important to ensure that a branch, both at the time of planning an event and at the time that the event takes place reviews the then current COVID-19 health guidelines and any differences which may be applicable for the locality in which the event is taking place.
7. Lastly, any applicable public health order takes precedence over the AHS or British Administrative Health COVID-19 health guidelines and takes precedent over this Protocol.



Attachment 1

Sample Risk Assessment Questionnaire

1. Have you experienced a fever of 38°C or greater in the past 14 days?
Yes No
2. Have you received a positive result from a COVID-19 test within the past 14 days?
Yes No
3. Have you been in contact with anyone while they had COVID-19 or symptoms of COVID-19 in the past 14 days?
Yes No
4. In the past 14 days, have you, or someone you have been in contact with, travelled outside your state/province/country or to an area with restriction due to COVID-19?
Yes No
5. In the past 14 days, have you experienced any of the following new symptoms not attributed to another health condition? Select all that apply.
 - a) Cough
 - b) Loss of smell or taste
 - c) Runny Nose
 - d) Shortness of breath
 - e) Sore Throat
 - f) None of the above

If you have answered yes to any of questions 1 to 4 or any of questions 5 (a) to 5 (e), then you are not allowed to attend the event or gathering.