



## COVID-19 In-Person Event/Meeting Protocol

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is contagious and is believed to spread mainly from person-to-person contact.

Since the COVID-19 pandemic continues, and we may see cases increase and drop for some time, the St. Johns County Chamber of Commerce's volunteer leadership and Chamber employees (referred hereafter as "the Chamber") have put in place preventive measures to prevent the spread of COVID-19, including the following policies for Chamber event management:

- 1. The Chamber's staff, volunteers, agents and representatives, when acting for and on behalf of the St. Johns County Chamber of Commerce during Chamber sponsored activities, will follow Federal CDC guidelines and any state and local mandates as they relate to preventing the spread of COVID-19 in Chamber offices/facilities and at all Chamber events/meetings indoor and/or outdoor hosted and/or facilitated by the Chamber staff and /or Chamber member event-host. The St. Johns County Chamber of Commerce supports the [St. Johns County Pledge](#)**

### **In addition:**

2. Depending on the level of community spread of COVID-19 the Chamber will increase precautions. Precautions will be heightened for activities resulting in potential increased exposure and spread of COVID-19 among staff and members of the Chamber and guests. Outdoor In-person events and meetings constitute an added risk level 1. Indoor in-person events and meetings constitute an added risk level 2. Outdoor In-person events and meetings where food/beverage is consumed constitutes an added risk level 2. Indoor In-person events and meetings where food/beverage is consumed constitutes an added risk level 3. Meal events are considered a risk as they require the removal of masks.

### Heightened precautions and event/meeting probability

#### Risks:

- **Level 1:** Outdoor In-person events/meeting
- **Level 2:** Indoor In-person events/meeting
- **Level 2:** Outdoor In-person events/meeting with food/beverage
- **Level 3:** Indoor In-person events/meeting with food/beverage

**IN-PERSON:** This means that, based on the situation at the time when the events/meeting is scheduled, the event/meeting can take place in-person instead of strictly virtually and will follow precautions under paragraph 1. above. This does not guarantee that the event/meeting will happen as the spread situation days before the event/meeting may have changed. Event/meeting may have to be postponed or shifted to a virtual platform if timing and type of event/meeting permits.

**VIRTUAL ONLY:** This means that, based on the situation when the events/meeting is scheduled, the event/meeting should not be planned in-person but instead should be planned as a virtual/online event/meeting.

Risk \ Spread	LOW	MODERATE	SIGNIFICANT
Level 1	IN-PERSON	IN-PERSON	IN-PERSON
Level 2	IN-PERSON	IN-PERSON	VIRTUAL ONLY
Level 3	IN-PERSON	VIRTUAL ONLY	VIRTUAL ONLY

- To determine the level of community spread -Low, Moderate, Significant- the Executive Committee will meet on a regular basis and also at the request of the Chairman of the Board or president/CEO of the Chamber, and will use the following primary resource for assessment:
  - Utilize the Florida Department of Health’s *COVID-19 Data and Surveillance Dashboard* for current numbers of cases at the state and local level.
  - Recommendations from local Department of Health.
  - Recommendations from Flagler Health+ as our local health partner.
  - Recommendations from St. Johns County Emergency Operations Center
  - Recommendations from legal counsel
  - The Executive Committee may use additional resources or metrics if needed
- The Executive Committee will review the following criteria for assessing the situation:
  - % of Positive Cases based on St. Johns County Population assessed every two weeks
  - % of hospitalization in St. Johns County assessed every two weeks
  - % of Positive Cases based on each bordering counties’ situation (Duval, Clay, Flagler, Putnam)

**When events/meetings are in-person:**

3. The Chamber staff, Chamber volunteer leadership including councils, division and Ambassador Leadership will follow CDC Guidelines and all state and local mandates and recommendations as it relates to preventing the spread of COVID-19 when conducting or participating in chamber activities and/or representing the St. Johns County Chamber of Commerce. Any events that would put these protocols into question must be brought to the attention to the Chamber president and Chamber Chair.
4. The Chamber will require venues and food vendors to provide a certificate of liability insurance. The Chamber will also ask that they follow appropriate CDC guidelines and/or other guidelines mandated by local governments.

5. All staff and volunteers officially representing the Chamber at any Chamber or public event must follow these guidelines, including the wearing of masks, unless a doctor has determined doing so may put the representative at further risk due to an underlying health condition. In this case, a face shield is recommended.
6. Upon registration, event requirements and protocols will be clearly stated online and upon check-in at the event. Masks and hand sanitizer will be readily available at every event. If not mandated by government officials, attendees and members hosting events or meetings should be encouraged to wear to mask. If a meeting/event is hosted by a business member outside of a mask-required mandated geographic area, Chamber members attending the meetings/events will follow the COVID-19 prevention protocols of the member host even if such protocols are more stringent than the mandated requirements.
7. Chamber staff and volunteers should avoid situations that would lead to breaking COVID-19 In-Person Event/Meeting Protocol, such as removing masks to eat or take photographs or videos.
8. All attendees must sign a [waiver of liability](#) to hold the Chamber harmless of any liability regarding the potential spread of COVID-19 at a Chamber event.
9. Upon approval, this protocol will be posted online and shared as appropriate with interested parties and chamber constituents.