

Date: Wednesday, August 19, 2020
To: NAWIC Columbus Chapter #86 Members and Guests
From: 2020-2021 NAWIC Board of Directors
Subject: **NAWIC Columbus Chapter #86 – COVID-19 Protocols**

Our Chapter has chosen to issue our own COVID-19 Protocols as a way to address the COVID-19 related orders put in place for the City & State. This document is subject to change as new orders and safety measures are put in place and updates will be sent out as information becomes available.

Note that depending on the type of event/meeting, the host or host company, and the premises where the event/meeting is held, that there may be guidelines and rules in place that may differ from these Protocols. These Protocols will serve as the minimum requirement for all Chapter events that are in-person, or for members who are meeting in-person for meetings that are hybrid in nature.

Before Meetings:

1. Our Chapter will be complying with the COVID-19 Maximum Occupancy, which allows for 50% of the existing fire code maximum space capacity. As a way to adhere to the occupancy limit, the Chapter will require every member and guest to sign up for events in advance. Members who do not sign up prior to the event may be asked to leave if the event is at its maximum capacity.
2. To try to limit the number of people for in-person meetings, we are asking members and guests to consider live streaming or by participating in a virtual setting when we host hybrid meetings.
3. Prior to arrival, you will be asked to fill out a symptom assessment and sign off that you have no temperature and no known symptoms. If you have trouble breathing, a cough, or fever the day of the event, we ask that you not attend the event in-person.

Arrival and While at Meetings:

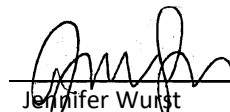
1. Members and guests may be asked to stagger their arrival times on an as-needed basis.
2. Members and guests will be asked to sign-in upon arrival for the Chapter to keep a record of all attendees for each meeting.
3. Signage will be posted in meeting spaces on health safety guidelines.
4. Face coverings are required at all times in public spaces. Face coverings must cover your nose and mouth. Face coverings will not be required if you are alone and are not in an enclosed space with others.
5. Please ensure a minimum of 6-feet between each person whenever possible.
6. Additional cleaning best practices are recommended. Wipes will be located at meeting spaces when possible. We ask that you wipe down high-touch surfaces after each use and minimize the amount of material shared between people.
7. Members are asked to maintain good hygiene at all times – hand washing, sanitizing and physical distancing as much as possible.
8. Utilize disposable tableware and other materials when possible. No buffets are allowed.

The COVID-19 pandemic is an evolving situation. For the latest news and questions about COVID-19, please refer to the Ohio Department of Health's COVID-19 website at <https://coronavirus.ohio.gov> or the website for the Centers for Disease Control and Prevention (CDC) at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

We thank you for your cooperation as we work towards creating an environment that is safe for all NAWIC members and guests. Please email nawic86columbus@gmail.com if you have any questions about these protocols.



Syn Dee Chua
2020-2021 Chapter President



Jennifer Wurst
2020-2021 Chapter Vice President