**Safety-Ensuring Everyone is Protected *Especially Your Program***

**Covid and Community Leadership Programming**

**We will cover the following topics**:

* How to safely proceed with classes, daily operations, and events during these times of social distancing or decide should you?
* Practice methods to consider in preventing the transmission of Covid-19?
* Tips that are working for our program to keep our class members, our program, and our community safe.

**Board Approval**

Obtain support and approval from your board of directors regarding your plan to proceed, postpone or cancel Programs, Program Days and Leadership Events. Make decisions regarding tuition. Will it be the same rate or reduced?

**Be alert to Areas of Potential Liability**

Review your policies to include verbiage about Covid and like illness.

1. Informed Consent and/or Waivers
2. Preparedness Policy
3. Liability Insurance
4. Covid 19 Screening Policy
5. Self-transportation Responsibility
6. Protective Personal Equipment
7. Food services: all must be single use items, no buffets.

**Class Member Requirements 1.** Assess their willingness to participate at their own risk. **2.** Accountability: Every class participant and presenters must commit to safety and prevention guidelines: Wear Mask, Handwashing, Temperature Check, review and affirm checklist of no known contact with Covid or symptoms of virus*. If they are not willing to commit, they will not be allowed to continue in the program. Recommend they defer to another year*.Make decisions regarding forms.

**Forms sample**:

**Name: Date:**

**Please check each box to indicate the answer to the question if Yes.**

**□** I have not been in close contact with an active case of Covid-19 without proper personal protective equipment (PPE)

□ I am not experiencing a cough, shortness of breath, or sore throat.

□ I have not had a fever in the last 48 hours.

**□** I have not had a new loss of taste or smell.

**□** I have not had vomiting or diarrhea in the last 24 hours.

Toolkit <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>