

## **LEAD Brevard Programming Protocols**

September 1, 2020

### **Our Commitment to you for COVID –19 Precautions**

Our priority is the safety of all of our participants. We have worked to examine all aspects of our program to create an environment which complies with the current health guidelines.

Our pledge to you is a thorough delivery of the best practices for social distancing, sanitized locations, flexible delivery of program content and any other adaptations that may be required. This unique time calls for a level of flexibility on the part of all of us, and we realize that restrictions are subject to change. Here's what you may expect from your Leadership Essentials program this this year, based on current CDC and local guidelines. We will provide a high quality, engaging and life-changing program through socially responsible practices to protect you and our community.

LEAD Brevard/Leadership Essentials is taking a proactive approach to protect our stakeholders including staff, volunteers, participants, and the larger community, while still meeting our program mission. LEAD Brevard/Leadership Essentials strives to provide exceptional programming while making your safety our top priority. In these changing times, to make sure you are confident in engaging with us, we have developed a set of protocols for programming.

LEAD Brevard/Leadership Essentials has set policies to mitigate risk, however, there is no policy that can remove all risk. It is incumbent upon the individual staff member, program participant, and volunteer to evaluate the protocols LEAD Brevard/Leadership Essentials has set forth and make their personal decision on how they choose to participate. Choosing to attend programming in-person obligates the individual to follow all safety protocols set by LEAD Brevard/Leadership Essentials and/or the venue they are in. (The stricter protocol will prevail.) Failure to comply will result in the person being asked to leave.

Your Leadership Essentials class will have an unprecedented experience into our community at such a pivotal time in history. We will look back on this as a time when community leadership made all of the difference in the outcome and growth of our community. We look forward to having an outstanding experience with you and all the members of the Leadership Essentials class 2021.

### **We will adhere to CDC and local health department guidelines –**

- The class content and schedule may be adjusted based on recommendations from health experts; some class sessions previously conducted in person will move to virtual formats in order to follow social distancing recommendations.
- Any venue location used will meet the occupancy rate as recommended and we will have adequate room to social distance from one another. Seating shall be a minimum of 6 feet apart. Seating will be arranged in a way that allows for circulation and egress.
- A mask will be required when you are arriving and departing a venue, anytime you are in a public area of the facility and all times when working in smaller groups. We will have disposable masks available if you do not have one. Wear face coverings during program days except while eating or drinking. If a staff member, volunteer, or participant cannot provide their own face covering, a disposable mask will be provided.

- Hand sanitizer will be provided at check-in and throughout the day/facility.

We will work with vendors to provide food items directly to participants. Bottled water and individual snack bags will be provided during program day.

We will remain committed to communicating our protocols with all stakeholders including any revisions or adjustments. Because of the unpredictable nature of our current situation, we will revise our plans based on continued guidance from local, state, and federal guidelines. We will communicate any changes to protocols in real time. The requirements and guidelines provided do not substitute any directives or guidelines as set by a participant's or volunteer's employer or by a venue.

- We anticipate that our community and organization should prepare to deal with the COVID-19 outbreak for an extended period of time. We will continue to monitor federal, state, and local guidelines. The current protocol will remain in place for the foreseeable future and apply to all programming. When public officials determine that the outbreak has ended for our community, we will then begin to consider how to appropriately scale back our preventative and risk mitigation protocols.

LEAD Brevard/Leadership Essentials will expect stakeholders that engage in any form of in-person programming to adhere to strict mitigation standards to prevent the spread of COVID-19. **Specifically, we ask you to:**

- Rigorously practice personal safety measures such as face coverings, hand hygiene, cough etiquette, cleanliness, and sanitation.
- Wash your hands often. Handwashing is the most important hand hygiene that can be done to stop the spread of COVID-19.
- Exercise common sense and courtesy in physical distancing. Refrain from entering other's space, be mindful of your physical distance, and refrain from touching any items belonging to another individual.
- Avoid physical contact between individuals. Avoid handshaking, high-fives, hugging, and any other form of physical contact with individuals outside of your household.
- Attend virtually if you are aware you have been exposed to a COVID-19 positive case, if you or a member of your household have a fever or are experiencing symptoms.

Notify us if you become ill or test positive within two weeks of an in-person LEAD session. (We will protect your identity but have a duty to notify your classmates.)