



SPE GULF COAST SECTION COVID-19 SAFETY PROTOCOL FOR IN-PERSON EVENTS

The following are the 2020-2021 Covid-19 safety guidelines for all in-person events hosted by the SPE-GCS , all Study Groups and Committees are required to adhere and follow to ensure the safety of our members.

1. Always, think Health and Safety first – Yours and others
2. Until further notice, the preference is to hold virtual events, as the Covid-19 situation evolves, hybrid events would be our goal.
3. Plan for safety supplies and logistics in your event budget
 - Check in procedures for attendees/questionnaire
 - Thermometers
 - Masks
 - Gloves
 - Hand sanitizer
4. Review the local government authorities Covid-19 guidelines for maximum occupancy, based on it, proceed to set the maximum allowed attendance on the event registration.
5. Not following the guidelines could result in not allowing more in-person/hybrid events by said Study Group/Committee or loss of budget/funding by the section.

At SPE-GCS our members and volunteers are always our top priority, and we will continue to do what we can to ensure a safe environment during our meetings and events.

Thank you for your cooperation.



To secure the health and safety of all attendees, SPE-GCS will apply the following new guidelines:

1. Check in process (mandatory):
 - Temperature check will (cannot be higher than F)
 - Masks and Hand sanitizer will be available on site
 - Complete questionnaire
 - Attendees who are sick, will not be permitted to enter the event. This is without exception.
2. All attendees are required to complete the On-line Questionnaire by using the QR Code and showing it to the SPE-GCS staff at the check in.
3. Attendance will be limited by COVID-19 room capacity to 100 attendees.
4. Face masks will be required during the event. One will be provided for you if you forget yours.
5. Food and beverage servers will wear masks and gloves.
6. The event area will be sanitized and supplied with hand sanitizer, antibacterial wipes, and personal tissues.
7. All participants will practice the 6 feet social distancing in ALL common areas.
8. Tables will be set for a maximum of 6 attendees each.
9. Please stay home and participate via the webinar option if you are not feeling well or if you are in a high-risk group.
10. Contingencies: entrance will be prohibited should a person refuse to comply with any of the steps described above.
 - A SPE-GCS representative will ask the venue staff to provide support on escorting the person outside the venue

THE TEXT ABOVE MUST BE INCLUDED ON EVERY IN-PERSON EVENT DESCRIPTION ON THE SPE-GCS WEBSITE



QUESTIONNAIRE

Last Name

* must provide value

First Name

* must provide value

Phone Number

* must provide value

Have YOU had fever in the last 48 hours?

* must provide value

Yes

No

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Do YOU have any of the following symptoms?

- New onset cough OR
- New onset shortness of breath OR
- Nasal congestion OR
- Nasal drainage OR
- Sore throat OR
- Muscle pain OR
- Loss of smell OR
- Loss of taste

* must provide value

Yes



No

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**Have YOU been DIAGNOSED with COVID-19 or had
CLOSE CONTACT with a CONFIRMED case of COVID-19
in the last 14 days?**

* must provide value

Yes

No

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On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.



CODIV-19 QR CODE FOR CHECK IN AT SPE-GCS IN-PERSON EVENTS

