CPRS – HQ, Regions, Districts and Sections • In-Person Event Guidelines
Updated January 1, 2022

The safety and well-being of our leaders, volunteers, members, and attendees during CPRS in-person events is of utmost importance. As we all begin hosting in-person events and welcoming our friends and colleagues into our facilities, we must do so with heightened standards in mind. With 58 counties in California mandating various levels of requirements for meeting in-person, it's difficult to know what to follow, when.

To assist HQ, Regions, Districts and Sections in planning and hosting in-person events, please use the following as a guide. As always, please connect with your State Board, Region, or Section Representative and/or call Stef at HQ with any questions or concerns.

Which rules should we follow?

Regarding all Vaccination, Negative Covid Test, Social Distancing or Mask requirements:

- Understand and follow, in this order, the strictest requirement outlined where the event is being hosted
    - Facility/Agency/City (local)
    - County
    - State
    - CDC guidelines

Following this path, up to and including the strictest mandates or guidelines, will allow you – and CPRS – the ability to point back to well documented policies around the requirement, as well as offer rationale for enforcement.

Should you/your team choose to impose stricter rules than those indicated by the facility/agency/city/county/state/CDC, you potentially open yourselves/CPRS to further liability should that stricter policy be challenged or not carried out to the fullest extent.

So… what can we DO and what should we NOT DO for our event?

- **DO** ensure any vaccination/negative test/mask requirement(s) by the facility/agency/city/county is clearly stated on ALL marketing materials, email confirmations, etc. regarding the event.
- **Do NOT** collect nor keep personal information regarding vaccination status or test results on any volunteer, leader, or participant for any reason!
- You MAY ask for show of proof of vaccination status or test results 'at the door', ensuring this information is used ONLY for admittance and is NOT collected in any way, especially if tied to an individual.
- **DO** ensure that a small group of leaders handle any issues with non-compliance of the clearly stated requirement(s).
    - We want to be sensitive to the customer experience, as well as personal reasons for non-compliance.
    - Ensure any non-compliance issues are NOT shared outside of this small group!
    - Follow the strictest requirement as outlined above to back up your decision around not allowing individuals to participate for non-compliance.
- CPRS HQ may assist you in working with a third-party vendor who can collect/verify vaccination or negative test information, should this be a requirement from the facility/agency/city/county where your event is being hosted. Please note additional fees will apply in this instance.

What should we say to potential attendees?

Use this basic language to let your attendees know how CPRS HQ, Regions, Districts and Sections are handling in-person events; then be sure to add in your specifics for your event:

CPRS [insert region, district, section here] is excited to welcome you to our in-person event!
With your well-being in mind, we are following all local, county and state requirements as outlined for the location of the event we are hosting.
We invite you to take whatever personal precautions you feel necessary to feel safe during our event, including but not limited to wearing a face covering, even if not specifically required.
Please connect with [insert name and contact info of main contact for event] or Stephanie Stephens, CPRS Executive Director, stephanie@cprs.org, with any questions or concerns.

What's the plan for CPRS Conference in March?

We will be hosting our conference In-person, March 8-11, 2022!!

We will follow and enforce all City and County of Sacramento and/or State requirements in place at the time of our conference.

CDPH Mandate for events over 1,000 people

We are currently vetting out third-party vendors to assist us in collecting vaccination/test records, should this continue to be a requirement.

Our planning team needs a bit more guidance, who do I talk to?

Connect with any one of your State Board, Region or Section Representatives – they are available to you at any time to talk through any issues!

Connect with Stef at HQ – she is happy to problem solve with you. Her number is 916.665.2777 or stephanie@cprs.org.