



## REGION AND CHAPTER LIVE MEETING POLICY – PANDEMIC ADDENDUM

*This policy is effective January 1, 2021 until state and county gathering restrictions are lifted.*

### **POLICY**

Under normal circumstances, chapters and regions should conduct their meetings as “in person” events known as Chapter/Region Meetings. During the current pandemic circumstances that restrict public gatherings, this addendum policy is adopted.

Starting January 1, 2021, PFAC chapters and regions can meet in person pending their adherence with county COVID-19 guidelines. Meetings can take place in counties in the “MODERATE” zone at the time of the meeting. In person meetings with more than ten (10) attendees must adhere to the following:

1. Display PFAC’s COVID-19 Guidelines in a prominent location at registration.
2. Collect a COVID-19 questionnaire from each attendee. This questionnaire is available on the PFAC App or can be administered in paper form. Each attendee must complete the questionnaire and the paper forms sent back to the PFAC office.
3. Take the attendees temperature prior to entering the meeting. If it is higher than 100.4, they should not be allowed to attend.
4. Ensure social distancing of meeting attendees.
5. Ensure all attendees are wearing masks.

### **TECHNOLOGY**

If a chapter or region would like to have their meeting presentation considered for regional livestream (in person plus broadcast), they must indicate this on their accreditation application at the time of submission. The Education Committee Chairs will be routed any application wishing to conduct regional livestreaming and determine its appropriateness for that purpose. If approved, the chapter or region will be notified and the PFAC State Office will supply onsite technology to implement the livestream. PFAC State will retain 50% of livestreamed meetings to cover the costs of support.

## **PROCEDURE**

During the months of January until such time as COVID-19 restrictions are lifted (August 2021 is excepted due to the PFAC annual educational conference), each region may present one virtual education meeting (virtual only) per month to their region. Regional directors will coordinate with their chapters to determine which chapter will submit a presentation for the months January through April and once selected the presentation will be submitted through PFAC's online application process. Regions electing not to have a virtual presentation during the months January through April will have the option to have a virtual presentation from another region offered to their region. This allows for members within each regional chapter to take part in at least one virtual education session per month. Virtual meetings do not affect a chapter's opportunity to conduct an in-person chapter meeting if the chapter can do so in compliance with COVID-19 restrictions.

In order to provide equity and least amount of overlap in sponsors, the state office will coordinate sponsorship for each regionally submitted meeting.

Chapters can elect to hold in person meetings based on the local county, state and federal COVID-19 guidelines for gatherings. In person meetings cannot be broadcast virtually without coordination with the state office.

\*Live stream is defined as any meeting or session in real time.