

As of January 2022, ETFO will be returning to in-person events and meetings that allow all ETFO members the opportunity to learn and network effectively together. We are committed to your health and safety and are currently putting in place rigorous plans for your safe return to in-person ETFO sponsored activities.

Aside from following Ontario government's current public health and safety restrictions, we have added additional measures to support members in transitioning back to attending in-person ETFO sponsored activities. Please review the guidelines below when considering attending an in-person ETFO sponsored activity at the ETFO provincial office. We cannot wait to welcome you back to the ETFO office and see everyone in person!

Before You Arrive

- ***You will be required to review and accept the protocols outlined in this document*** when completing your event registration on events.etfo.org. You must also complete an online vaccination status attestation form in order to be considered for the event. A link to the online form will be provided on your EMS registration. Members attending an ETFO meeting must also review and accept the protocols outlined in this document via email and complete the vaccination status online attestation form prior to arrival to the ETFO provincial office. Participants attending multiple ETFO sponsored activities between January to June 2022 will only be required to complete the online vaccination status attestation form once, as long as vaccination status does not change within this time. If vaccination status has changed, participants must inform the Office of Conference and Event Services and complete a new online vaccination status attestation form.
- ***A COVID-19 rapid antigen test is required for any participant who do not disclose their vaccination status; or discloses that they are not fully vaccinated (due to vaccination exemption and other reasons)***. The test will be performed upon arrival at the ETFO provincial office, at no cost to the participant. Participants will receive a call from an ETFO event staff member to review the COVID-19 rapid antigen test procedure once participants are approved to attend

the ETFO sponsored activity. An email with COVID-19 rapid antigen test information will follow.

- **Check your travel arrangements** and ensure you meet all the requirements of your airline or train. Effective November 30, 2021, travellers cannot board a train or plane in Canada without a vaccination certificate, with the second vaccination no later than 14 days before departure date. A masking policy is also enforced on all modes of transportation. It is the attendees' responsibility to review their respective airline or Via Rail website for the most up-to-date travel requirements prior to departure.
- **Pack your masks** as you will be required to wear a face mask in all indoor spaces for ETFO sponsored activities. If you require a mask exemption at an ETFO sponsored activity, please complete the [ETFO Accessibility Needs form](#) and submit it to events@etfo.org. You will be required to provide medical documentation to the Deputy General Secretary. Please indicate on your EMS registration the accommodation request to be exempted from mask wearing at ETFO sponsored activities. All participants are required to wear a mask unless they have requested to be accommodated on EMS and their accessibility needs request have been approved by the Deputy General Secretary.
- **Single room accommodation** will be provided for all members attending an ETFO sponsored activity from January to June 2022. You will not be required to provide proof of vaccination at the hotel to stay overnight. However, proof of vaccination or medical exemption is required for indoor dining, gym facilities, pool and meeting spaces as per Ontario government's guidelines.
- **Bookmark the pre-screening survey** included in your event and meeting confirmation email, sent two weeks prior to the ETFO sponsored activity. All participants will be required to complete the pre-screening survey prior to entry at the ETFO provincial office.
- **Plan to arrive 15-20 minutes earlier** than the event start time to allow for extra time as we implement the COVID-19 protocols in place.

- ***A final inspection will be completed*** before each ETFO sponsored activity to ensure the ETFO provincial office and meeting space is safe, clean and ready for your event.

At an ETFO Sponsored Activity

- ***All hotels have implemented enhanced cleaning*** for all guestrooms and public spaces using hospital-grade sanitization products. If you are staying overnight at a hotel, the link or a copy of the hotel's COVID-19 protocols will be provided in your confirmation email.
- ***Show ETFO staff your completed pre-screening survey at the door.*** You will not be able to enter the ETFO provincial office until this survey is completed. All information collected will be maintained by the office of Conference and Event Services for 30 days and disposed thereafter. It will be used for contact tracing purposes only.
- ***Wear your face mask or covering*** in all indoor spaces. Masks may be taken off when seated physically distanced inside the meeting room. However, once you are away from your seat, masking policy is in effect throughout the meeting and indoor spaces. If you require a mask exemption at an ETFO sponsored activity, please complete the [ETFO Accessibility Needs form](#) and submit it to events@etfo.org. You will be required to provide medical documentation to the Deputy General Secretary. Please indicate on your EMS registration the accommodation request to be exempted from mask wearing at ETFO sponsored activities. All participants are required to wear a mask unless they have requested to be accommodated on EMS and their accessibility needs request have been approved by the Deputy General Secretary.
- ***Follow public health's guidelines*** by washing your hands often, use sanitizer, cover your cough or sneeze, and do not attend the ETFO sponsored activity if you have any symptoms.
- ***Hand sanitizers will be available*** at all entrances/exits and sanitizing wipes will be available for attendees in the meeting room.

- **Tables and chairs are physically distanced** to allow for a safe meeting environment. Please do not move any tables and chairs as they have been carefully measured for distancing. Tables, chairs, AV equipment and meeting amenities are disinfected regularly.
- **Markers are setup when needed** to help ensure physical distancing and minimize crowding and transmission.
- **Isolation rooms are available** at the ETFO provincial office should you start to feel unwell during an ETFO sponsored activity. Please ask an ETFO staff member for assistance.
- **Closet and luggage room is closed.** Please place outerwear on the back of your chair and any luggage or bags under the table.
- **Washrooms are disinfected every 1-2 hours** with special attention to high touch surfaces.
- **An event staff member will be present to monitor COVID-19 measures** at all ETFO sponsored activities. Please follow all COVID-19 protocols in place to keep yourself and others safe. Participants that do not abide with the *Provincial Office COVID-19 Protocols for ETFO Sponsored Activities* will be asked to leave the event.
- **An individually packaged lunch and a beverage (soda or juice) will be provided.** To help reduce transmission, coffee, tea, and snacks will not be served at the ETFO office. Please bring your own (nut-free) snacks and additional beverages for the day, if desired.

Protocol Modification

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines or boosters are approved and distributed. ETFO reserves the right to modify these protocols at any time at its sole discretion to adapt to changing circumstances and



Provincial Office COVID-19 Protocols for ETFO Sponsored Activities

business needs, consistent with ETFO's commitment to maintaining a safe and healthy environment.