

As of January 2022, ETFO will be returning to in-person events and meetings that allow 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 attend ETFO sponsored activities in-person.

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 an off-site venue. All events over 100 participants or regional ETFO events will be held at an off-site venue.

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 confirm that you are fully vaccinated and have a vaccination certificate (issued by the Ontario government) to show to the venue upon entry; or is not vaccinated but have proof of medical exemption to show to the venue upon entry. As per the Ontario government's guidelines, proof of vaccination (or medical exemption) is required upon entry to the off-site venue's meeting area(s), indoor restaurant(s), gym facilities and indoor pool(s).
- ***A COVID-19 rapid antigen test is required for any participant who discloses that they are not fully vaccinated due to a medical exemption.*** The test will be performed upon arrival to the meeting area at the off-site venue with an ETFO event staff member, 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. 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.
- **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 (or medical exemption) at the hotel to stay overnight. However, proof of vaccination (or medical exemption) is required for indoor dining, gym facilities, pool and meeting area(s) as per Ontario government's guidelines.
- **Review the hotel's COVID-19 health and safety protocols** for your reference. A link or copy of the hotel's protocols will be provided in your event confirmation email sent two weeks prior to the event.
- **Bookmark the pre-screening survey** included in your event 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 to the meeting area at the off-site venue.
- **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.

At Your ETFO Sponsored Activity Occurring Off-site

- **All hotels have implemented enhanced cleaning** for all guestrooms and public spaces using hospital-grade sanitization products.
- **Provide your proof of vaccination (or medical exemption) to hotel staff** upon entry to meeting area at the off-site venue. Only those participants with proof of vaccination (or medical exemption) will be permitted into the meeting area at the off-site venue. Participants with proof of medical exemption will complete a

COVID-19 rapid antigen test with an ETFO event staff member at the off-site venue.

- **Show ETFO staff your completed pre-screening survey upon entry.** You will not be able to enter the meeting area at the off-site venue 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 areas.
- **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 the meeting area(s).
- **Tables and chairs are physically distanced** to allow for a safe meeting environment. Please do not move any tables and chairs. Tables, chairs, AV equipment and meeting amenities are disinfected regularly.
- **An isolation rooms will be made available** at the venue. Should you start to feel unwell during an ETFO sponsored activity, please ask an ETFO staff member for assistance.
- **Coat racks and luggage room will not be available.** 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 *Off-site COVID-19 Protocols for ETFO Sponsored Activities* will be asked to leave the event.

- ***To help reduce transmission in large groups, meals and refreshments will not be provided at off-site events.*** Members will have an opportunity to purchase meals and expense them according to ETFO expense guidelines.

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