

[INSERT ORGANIZATION LOGO HERE]

Coronavirus Travel, Meeting & Event Guidance

Travel and [NAME OF ORGANIZATION] restrictions

Effective now through at least March 31:

- All personal international travel is strongly discouraged.
- All [ORGANIZATION]-related domestic air travel is prohibited.
- We strongly urge extreme caution and judgment for your personal domestic travel.
- We strongly discourage any non-essential meetings or events of **25** people or more.
- [ORGANIZATION] will not schedule any new meetings or events held at the office through March 31

[ORGANIZATION] Meetings & Events

If you are planning an event or meeting at the [ORGANIZATION] facilities, [ORGANIZATION] offers the following guidance. Be aware that this is an evolving situation. Let your participants know that you might need to cancel at the last minute and that they should make contingency plans just in case.

We strongly discourage any non-essential large gatherings of 25 or more people. Organizers should postpone the meeting or event, or employ remote technology if possible (Zoom, Skype, Go to Meeting, etc.) to help avoid the spread of coronavirus. This meeting size is consistent with the guidance of health care experts and professionals and with the policies of many peer institutions.

Meetings or events of any size should be reconsidered. We encourage using remote technology to collaborate via teleconferencing instead of meeting in person when possible. This includes holding committee and board meetings virtually through Zoom or Go To Meeting. For more information on how to utilize teleconferencing, contact Patrick.

For any gathering, remind attendees of simple measures to lower risk and prevent spread of viruses (not shaking hands, practicing social distancing, etc). Ensure easy access to handwashing facilities, and make sure alcohol-based sanitizers are readily available to all participants.

We will determine whether or not to cancel an event being sponsored or hosted by [ORGANIZATION] or hosted at the [ORGANIZATION] location at least one week prior to the event. Size of event, purpose of event, and time of event will be evaluated. Staff will call the contact person of events being hosted in the warehouse if the decision is made to cancel.

Additionally, we kindly ask any planned visitors to [ORGANIZATION] offices who have recently traveled to a high risk area or been in contact with someone at risk of having contracted the virus to either delay their visit or attend via phone or video conference.

We understand these new policies have financial implications. We will reimburse anyone who has paid to attend a [ORGANIZATION] event that gets cancelled or delayed.

We continue to monitor the situation daily and will adjust our policies and procedures accordingly.

[INSERT ORGANIZATION LOGO HERE]

How to Protect Yourself from Viral Illness

Viruses that cause illness can spread from infected people to others through the air and close personal contact. This can happen when you shake hands with someone who has a cold, or touch a surface, like a doorknob, that has respiratory viruses on it, then touch your eyes, mouth, or nose.

You can help reduce your risk of getting a cold:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol. Viruses that cause colds can live on your hands, and regular handwashing can help protect you from getting sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover coughs and sneezes with a tissue or use the inside of your elbow.
- Stay away from people who are sick.
- Don't share water bottles, glasses or eating utensils.
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.