



PCA COVID-19 Event Guidelines for Region Officers and Event Organizers

As the situation varies in every community, Regions should modify these guidelines in accordance with local regulations.

- Stay informed about the local COVID-19 situation and adjust these guidelines
- Follow respective state/provincial and municipal guidelines in relation to COVID-19
- Comply with all venue requirements.
- Require (or strongly encourage if not locally mandated) all participants and volunteers to wear face coverings. Face coverings add not only to an individual's safety but also to the safety of everyone on-site.
- Provide COVID-19 prevention supplies to participants and volunteers – such as hand sanitizer with at least 60% alcohol, disposable gloves, trash baskets, disposable face masks and cleaners/disinfectants.
- Plan ways to limit in-person contact for volunteers supporting your events.
- Encourage contactless payment of event fees.
- Develop flexible refund policies for participants.
- Encourage/require participants and volunteers to stay at home if they are at higher risk for severe illness, or if they are sick or experiencing COVID-19 symptoms such as fever, cough or shortness of breath.
- Plan for additional staffing needs should a volunteer become ill or need to stay home.
- Develop plans for limiting the sharing of equipment or the sanitization of equipment during hand-offs.
- Determine how to hold event meetings within social distancing protocols, keeping in mind any site-specific limitations.
- Ensure the onsite event registration process can accommodate the six-foot social distancing guidelines.
- Include COVID-19 personal and community protection message in your safety briefing.
- Be aware of the public perception around your event to not bring undue harm to PCA's image in the community. A gathering where everyone has on a face mask is viewed quite differently than one where social distancing practices and PPE are not in use.
- Post event be cautious when sharing/posting event photos that might appear to violate the social distancing guidelines.
- For moving car events, request insurance at least 3 weeks in advance of the event, as usual. A Certificate of Insurance will be issued 1 week in advance following verification that your event is organized in compliance with local requirements. You will be asked to provide details on how your region will handle all the local mandated precautions for your event and to provide links to government sites that indicates groups will be allowed to assemble and travel for leisure in the states/provinces being visited.