



RWN in-person event guidelines beginning October 15, 2020

- **Attendees will be required to bring & wear their own masks.** RWN is not able to stock and provide masks. If attendees arrive without a mask, the event organizer will ask them to leave the event.
- Attendees will be asked to maintain a social distance.
- Attendees wishing to wear name tags must provide their own.
- Events may be held at a Restaurant/Venues (inside or outside) with the expectation participants will abide by NYS restaurant/venue guidelines. Please note many restaurants have limits on the number of people to a table.
- All events held at an outside location should not include more than 25 people in attendance, including event organizers and sponsors.
- RWN and attendees will not furnish food/drink for events (purchases at an establishment must follow the protocol set by NYS and the venue).
- For tracking purposes, RWN must maintain an attendance record for each event. Event organizers will provide a complete list of attendees to Sandy Richardson within 24 hours of the event.
- Event leaders will remind attendees of the 4 questions while “signing in.” If an attendee answers ‘YES’ to any of these questions the attendee must excuse themselves from the event (questions are below).

For groups choosing to meet in person:

- **Each group leader is responsible for:**

- Following the guidelines above.
- Reminding members/attendees of the 4 questions prior to the event & when registering at the event.
- Enforcing compliance with mask wearing guidelines.

Four questions RWN will be asking each participant for in - person Programs, Committees or SIG meetings (please ask yourself these questions in advance):

1. Have you experienced or had close contact with or cared for someone who has experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness or difficulty breathing)?
2. Have you had a positive COVID-19 test in the past 14 days or had close contact with or cared for someone who has had a positive COVID-19 test within the last 14 days?
3. Have you, or anyone you have been in close contact with, traveled within the last 14 days to one of the states listed on NYS quarantine list?

NEW! 4.) Do you reside in an area that is a red cluster zone? <https://covidhotspotlookup.health.ny.gov/#/home>
(Background information: <https://www.governor.ny.gov/news/governor-cuomo-announces-new-cluster-action-initiative>)

Please note if you respond ‘Yes’ to any one of these questions we request that you excuse yourself from the event.