

Protocols for In-Person Training during COVID

All in-person training decisions will be based on CDC (Centers for Disease Control) community levels: “CDC looks at the combination of three metrics — new COVID-19 admissions per 100,000 population in the past 7 days, the percent of staffed inpatient beds occupied by COVID-19 patients, and total new COVID-19 cases per 100,000 population in the past 7 days — to determine the COVID-19 community level. New COVID-19 admissions and the percent of staffed inpatient beds occupied represent the current potential for strain on the health system. Data on new cases acts as an early warning indicator of potential increases in health system strain in the event of a COVID-19 surge.”

The only exception to following the CDC guidance is if there are local mandates that require additional precautions that supersede the CDC guidance (such as mandates by the state, cities, schools, or venues where the training is taking place), then we will follow those mandates. We will continue to monitor CDC recommendations and make updates (at least quarterly) to these guidelines depending on the indicators at that time.

Propel will offer public trainings and in-person contract trainings when the community level is low (as indicated as green in CDC charts). If the community level is at medium or high, public trainings will be virtual and contract trainings will be virtual or hybrid (with the Propel trainers being virtual). If there is a need, based on CDC community levels, to transition a training from in-person to virtual, Propel will make that determination as early as possible, but in the case of a rapidly changing environment, could be made as late as 24 hours before the training.

For in-person trainings, we will:

- Require proof of vaccination, which will be presented when attendees arrive for the training. (Attendees must present a valid ID and a completed COVID-19 vaccination card, a copy of digital health record, or digital copy of vaccination record with their final dose at least fourteen days prior to the event.)
- Limit the capacity of the trainings to allow for social distancing in the training rooms.
- Require masks be worn during the training. (While masks may not be required when the community level is low, we will do this out of an abundance of caution for those who have young children at home who cannot yet receive vaccinations, and for those who are, or who have family members who are, immunocompromised.) Trainers will be unmasked during trainings to make it easier for attendees to understand them.

People should not attend in-person trainings if any of the following are true. Propel will transfer the registration to a future virtual training if:

- Registrant is not vaccinated.
- Registrant has any symptoms including fever, cough, shortness of breath, fatigue, loss of smell or taste, or other known COVID symptoms.
- Registrant is not well (meaning they have COVID, a cold, the flu, or any other illness) on the day when they are registered to attend a training.
- Registrant has had a positive COVID test in the last 10 days.
- Registrant has had direct contact with an individual diagnosed with COVID-19 in the last 10 days.

If a training attendee tests positive for COVID-19 within a week of attending a training, we ask that they notify Heidi Kim, Director of Talent and Organizational Culture at Propel (hkim@propelnonprofits.org) for contact-tracing purposes.

Training decisions based on CDC Community Levels:

<https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html>