



# Chapter Programs After COVID-19

As the world adjusts to business after quarantine and as venues open, local chapters should look to resume holding in-person education and events. Countries, regions and municipalities all have their own guidelines and regulations. The Society recommends each chapter become familiar with local regulations before planning any event.

This checklist is **NOT** meant to be the only litmus test for in-person events, but it can help serve as a guide for discussions and planning.

- Survey membership to gauge their comfort level with returning to in-person events.
- Review CDC/PHAC guidelines and recommendations for in-person meetings.
- Examine local county/municipality guidelines and recommendations for in-person meetings.
- Explore “different” venues. Open-air sites might make some attendees feel more comfortable.
- Talk with the location to review their safety protocols or requirements.
- Encourage attendees to wear masks and practice distancing so they are more comfortable.
- Consider providing hand sanitizer at the registration desk.
- If serving a meal, have food pre-packaged or consider a meal served by waitstaff (no self-serve, buffet or family-style meals).
- Limit handouts and consider emailing the speaker presentation after the meeting concludes.
- Connect with the speaker to address any concerns that they may have about speaking in person.
- Consider current spacing guidelines when determining a room layout for seating (it is likely the venue will make recommendations, but the chapter should make sure to inquire about the best options).
- As a board, review what your individual business policies include for social distancing and returning to in-person meetings and create a guideline for your chapter.

Again, these are guides for discussion with your local board and the venue hosting the event. There is no one “right time” to return to in-person education. Each chapter must do what is best for its membership based on a variety of factors that can change at any time.

**Questions can be directed to the International Society—  
Staff is happy to help discuss potential options.**

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