

<b>STATEMENT of POLICY and PROCEDURE</b>			
Policy Name:	<b>COVID-19 and Events Continuity</b>	Approved:	Jan 22, 2022
Policy Type:	Governance	Effective:	Jan 22, 2022
Scope:	Board of Directors, Secretariat, all HTAi in-person event attendees	Next Review:	June 2022
Issued to:	HTAi Board Manual, Annual Meeting Manual, All Policy Forums Manual, Employee Handbook	Responsibility for review:	Executive Director

## **1 POLICY**

- 1.01 HTAi is committed to providing attendees at all Society events with the best possible health practices during the COVID-19 pandemic. As a result, HTAi will ensure that basic steps are taken to reduce the risk to event attendees from this communicable disease.
- 1.02 The COVID-19 pandemic is continually changing as are public health guidelines. HTAi will consider the possibility of additional restrictions and be prepared to amend this policy accordingly. HTAi will ensure that all attendees, including speakers, are aware of any newly required or recommended public health actions/measures in effect at the location of their event.
- 1.03 HTAi supports vaccination as protection against the spread of COVID. All participants at our events are therefore expected to comply with the rules regarding vaccination and testing (and additional measures as and if required) in place at the location of HTAi events. All in-person event attendees shall provide proof of full vaccination (in accordance with the national regulations in the host country) during the online registration process and onsite at the event. All event attendees are required to monitor their health prior to attendance and are asked NOT to attend the event if they are experiencing COVID-19 symptoms and/or are feeling unwell.
- 1.04 All event attendees are required to monitor their health prior to attendance and are asked NOT to attend the event if they are experiencing COVID-19 symptoms and/or are feeling unwell.
- 1.05 Any individual who has or is suspected of having COVID-19 is required to inform the meeting organizer. Should HTAi become aware of the situation, it shall inform the event attendees. Timely reporting can help minimize the spread of COVID-19. HTAi will make every effort to protect the privacy of the individual(s).
- 1.06 HTAi will take no responsibility and will not reimburse attendees for any COVID-19 test (rapid, PCR or antigen) associated with attendee travel and event registration fees to an HTAi event, any insurance purchase, any expenses incurred as a result of mandatory quarantine or isolation.
- 1.07 The individuals who do not comply with this Policy will be asked to leave or not to enter the event space.

## **2 PURPOSE**

- 2.01 The purpose of this Policy is to provide direction to HTAi event attendees in preparing for and attending an event during the COVID-19 pandemic.

### **3 SCOPE**

- 3.01 This Policy applies to the Board of Directors, Secretariat staff, and all event attendees.
- 3.02 All procedures will conform to the regulations, laws, and orders regarding COVID-19 as set by national health authorities and various levels of government. HTAi will provide event attendees and employees with the best information possible and adopt prudent public health care and emergency response practices.

### **4 RESPONSIBILITY**

- 4.01 It is the responsibility of the Board of Directors to review this policy every 6 months or as needed.
- 4.02 It is the responsibility of HTAi event attendees to adhere to this policy and follow the direction of the Event Team.
- 4.03 It is the responsibility of the Event Team to have a procedure in place to inform event attendees of an identified COVID-19 case within the event venue.

### **5 DEFINITIONS**

- 5.01 “**COVID-19**” means a highly contagious respiratory disease caused by the SARS-CoV-2 virus.
- 5.02 “**Quarantine**” means (i) in respect of persons, the limitation of freedom of movement and contact with other persons, and (ii) in respect of premises, the prohibition against or the limitation on entering or leaving the premises, during the incubation period of COVID-19 disease in respect of which the quarantine is imposed.
- 5.03 “**Self-isolation or isolation**” means the separation of a person infected with a COVID-19 disease from other persons in a place and under conditions that will prevent the direct or indirect conveyance of the infectious agent from the infected person to a susceptible person.

### **6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

[Public Health Act \(Alberta\)](#)

[Communicable Disease Regulation \(Alberta\)](#)

[Emergency Management Act \(EMA\) \(Alberta\)](#)

[Health Information Act \(Alberta\)](#)

[Personal Information Protection Act \(Alberta\)](#)

[Occupational Health and Safety Act and Regulations \(Alberta\)](#)

[Occupational Health and Safety Code \(Alberta\)](#)

[Human Rights Act \(Alberta\)](#)

[Employment Standards Code \(Alberta\)](#)

[Personal Information Protection and Electronic Documents Act \(PIPEDA\) \(Canada\)](#)

[Emergencies Act \(Canada\)](#)

**Any other regulations in the host country specifically relating to COVID-19**

## 7 PROCEDURES

### 7.01 COVID-19 Control Measures

- (a) HTAi will take several steps to minimize, to the extent practicable, exposure to COVID-19 at in-person events, which is an ideal site for contagion because of attendees' close proximity to one another. In particular, all event attendees are expected to conform with the rules regarding COVID-19 in the host country where the event is taking place.
- (b) In addition to point (a), HTAi has in place the following hierarchy of controls:
  - (i) **Elimination or substitution:** Involves removing the risk of exposure entirely from the in-person event. This could involve postponing, reorganizing, or planning work in such a way that attendees are not exposed to any risk.
  - (ii) **Infection control practices:** If mandated by national, state, or local guidelines in effect during the dates of any meeting, HTAi will require masks to be worn indoors regardless of vaccination status. Masks and hand sanitizer will be available to attendees throughout the event. Social distancing measures will be considered based on attendance and meeting room size.
  - (iii) **Cleaning and disinfecting in shared spaces:** Frequently in high traffic areas.
  - (iv) **Paperless meeting documents:** HTAi will consider the use of QR codes, online links, event apps, and other paperless options wherever possible.
  - (v) **Onsite temperature checks:** HTAi may conduct onsite temperature screenings to monitor for fever and advise the event attendee to immediately isolate if a temperature of over 38 degrees Celsius is detected.
  - (vi) **Traffic light system:** HTAi will gauge attendee comfort levels with physical proximity and contact by providing participants with coloured stickers or wristbands during onsite registration. (Red = no contact, yellow = elbow bump or limited contact, green = high fives, handshakes, and high-level contact). A legend explaining each level will be provided to attendees before and during the meeting.

### 7.02 Reporting Procedures

- (a) HTAi expects all event attendees who are symptomatic, contract COVID-19, or who have been exposed to infected individuals to notify the HTAi Events Team as soon as possible and NOT to attend the event and seek medical attention as necessary and appropriate. This notification should be made by sending an email or text message directly to the Events Team. The Events Team should check with the venue and local health department to find out if any special control measures are needed when informed of an attendee who has or is suspected of having COVID-19.
- (b) Event attendees who are restricted from the event because of COVID-19 symptoms may return to the event when they present a negative test result.

## 8 ATTACHMENTS

None.

**9 AMENDMENT HISTORY**

DD.MM.YYYY [Insert summary of changes]