

COVID-19 Prevention and Wellness Policy

Overview: Crossroads takes the potential risks associated with COVID-19 infection very seriously. We are a small organization with limited staff, if a staff member becomes infected with COVID-19 and is unable to work or travel, we do not always have a “back-up” staff member that can cover their commitments. As a result, we are committing to far fewer in-person events than in the past and restricting the amount of time staff who travel spend “on the road” in the effort to decrease their overall risk of infection while at work. We created our COVID-19 policies in the spirit of inviting our clients to partner with us to create the optimal environment for doing the important antiracism work you are committed to doing, in the safest, most healthful way possible.

The COVID-19 Prevention and Wellness Policy is intended to describe the COVID-19 mitigation measures that Crossroads is committed to. By adding the policies to our Letters of Agreement, we are both informing clients of the measures we expect them to take and the measures our staff are required to take in-order-to hold an event in which Crossroads staff will be physically present all or some of the time.

This policy covers 6 categories of mitigation strategies and describes our Contingency Plan process should an event be cancelled due to COVID-19. The 6 categories of mitigation measures covered in this policy are:

- County requirements
- Facilities requirements
- Meeting room requirements
- Individual requirements for participants
- Outdoor events
- Individual requirements for Crossroads staff

County Requirements

Now that COVID-19 is endemic in the United States, we evaluate the potential risk of illness by tracking measure in each county where events are scheduled to take place. In order for your event to go forward, we begin tracking your county 2-4 weeks in advance, the county must meet two criteria within the 2 weeks leading up to the event:

1. The county must be rated as “low” or “medium” according to the Centers for Disease Control and Prevention (CDC) measure on the Community Levels Data Tracker (https://covid.cdc.gov/covid-data-tracker/#county-view?list_select_state=all_states&data-type=CommunityLevels) and
2. The virus levels for the county must be declining or stable as reported on the Wastewater Surveillance Data Tracker (<https://covid.cdc.gov/covid-data-tracker/#wastewater-surveillance>)

To understand why these are useful metrics please see

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

Examples of how the two CDC tools could be used together to determine whether an event is on or cancelled: a county is currently rated “high” on the Community Levels data tracker, but new hospitalization rates (while still high) have been declining over the past two weeks, in addition the levels of virus in wastewater shows a significant decline over the last two weeks. Based on this information it is likely that in 2-4 weeks when the event is scheduled to take place, the county may meet the criteria to host an event. By the same token, if a county is rated “medium” but hospitalization rates have been increasing over the last several weeks and wastewater levels have moved from stable to increasing, it’s likely that in 2-4 weeks the county will not meet our criteria to host an event.

3. For counties where accurate data does not exist in the CDC data trackers, we will use alternative means to try to determine the health risk for example in conversation with customers about local COVID 19 tracking resources and the data aggregated from a variety of sources by the <https://www.washingtonpost.com/graphics/2020/national/coronavirus-us-cases-deaths/?state=US>.

Two weeks before the scheduled event, your Crossroads contact person will communicate our decision to move forward with the event based on our assessment of the indicators. If we deem our staff cannot safely travel to the event location and participate in the event, Crossroads staff will work with you to develop a contingency plan (see the Contingency Plan section below).

Facilities Requirements

Because COVID-19 is spread through the air, we require assurance that the hosting facility has implemented appropriate strategies for air filtration and disinfection. Our facility requirements are guided by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE). Please see the following website for the full ASHRAE guidance for air filtration and disinfection:

[https://www.ashrae.org/file%20library/technical%20resources/covid-19/ashrae-filtration disinfection-c19-guidance.pdf](https://www.ashrae.org/file%20library/technical%20resources/covid-19/ashrae-filtration%20disinfection-c19-guidance.pdf)

A one-page summary of ASHRAE guidance can be found here:

<https://www.ashrae.org/file%20library/technical%20resources/covid-19/core-recommendations-for-reducing-airborne-infectious-aerosol-exposure.pdf>

The questions we will ask about the facility where you are hosting your event are:

Does the HVAC system at the facility use combinations of filters or cleaners that achieve MERV 13 or better levels of performance for air recirculated by HVAC systems? (Yes, No)

Are restrooms vented directly outdoors with the exhaust fan running continuously, and windows kept closed? (Yes, No)

If you answered No, to either of the questions above, does the facility supplement air filtration and disinfection through some other means, for example by using Mechanical In-Room Air Cleaners that use either HEPA filters to remove infectious particles or UV-C to inactivate them? (Yes, No)

How did you confirm this information, for example, have you discussed it with the facilities manager (or equivalent) of the site where you intend to host this event?

If you answered No, to all of the above questions, it does not necessarily mean we will not agree to an in-person event, it may mean however that further mitigation steps will be required. For example: agreeing to provide portable In-Room Air Cleaners for each room that will be used by participants and facilitators including meeting rooms, and restrooms, providing Personal Air Cleaning Devices for the facilitators use, increasing the amount of social distance in the meeting rooms and/or requiring participants to use N95 masks when in the presence of the facilitators. What further mitigations efforts will you provide for this event?

Meeting Room Requirements

Physical distance between individuals is another mitigation strategy for reducing transmission of airborne disease. We use several strategies to increase physical distance between participants and between participants and facilitators. Public meeting spaces generally have maximum occupancy limits that are set by local fire department/fire marshal regulations. The maximum occupancy limit is typically based on providing 36 square feet (a 6 ft x 6 ft square for example) for each person. This amount is impacted by a number of factors including the intended use of the room, whether seating is theater style or at tables, the number of emergency exits, obstacles (like pillars), etc.

Does the Meeting Room in which you are hosting your event have a maximum occupancy that is at least 50% larger than the number of participants you are anticipating? For example: if you are expecting a small consultation for up to 25 people, the maximum occupancy should be about 40. For a workshop of 40 participants the maximum occupancy should be no less than 60 for 100 participants the maximum occupancy should be 150. (Yes, No)

In addition, the room size must be large enough to accommodate participants sitting at tables that also allows them to sit with some distance from one another especially if they are unmasked. It may not be possible for participants to maintain six feet of social distancing while seated, but some distance can be achieved by seating no more than 4 people at an 8 ft diameter circular table, and by numbering the seats or providing some other strategy for people to sit in the same place throughout the event, decreasing the number of people each participant is in closer contact with throughout the event. Please describe your strategies for maintaining social distance in meeting room.

If meals are being served during the event, they must be individually packaged or plated (no buffet style service for example) and there must be a separate space for

participants to eat, preferable outdoors. We also require a separate space for facilitators where they can take breaks and eat separately from the participants.

Because we encourage our staff and participants to wear masks throughout the event, providing microphones for staff and participants is required.

Individual requirements for participants

There are a variety of measures individual participants in the event can take to help create a safer, healthier event for everyone. For example: Crossroads recommends event hosts suggest participants limit their public engagement in the week prior to the event, and that participants be “local” to the event with minimal travel through airports, and other densely populated transit hubs.

In order to support participants practicing CDC recommended individual strategies to prevent COVID-19 infection (for example: practicing hand hygiene and consistently and correctly wearing a high-quality mask, regularly testing and self-isolation).

Hand sanitizer and wipes: Crossroads requires event hosts to provide alcohol-based hand sanitizer that contains at least 60% alcohol at each table where participants are seated in the meeting room where the event is held. We also recommend providing sanitizing wipes for individual participants to use throughout the event to periodically wipe and sanitize the various surfaces they are in contact with throughout the event.

Masks: Crossroads also requires event hosts to provide N95 or KF94 masks to each participant to wear during the event, though we are aware that requiring people to wear them in most settings is not legally possible.

Vaccines and Testing: Crossroads recommends event host encourage participants to be fully vaccinated and boosted with any of the Covid-19 vaccine regimes and to take either a polymerase chain reaction (PCR) test or rapid antigen test prior to the start of the event. Event hosts should strongly encourage anyone testing positive for COVID-19 to refrain from attending the event in person and to explore alternative means of participation. PCR tests should be taken within 48 hours of the start of the event. Alternatively, event hosts could provide participants with rapid antigen tests the day before or on the morning the event starts. We encourage participants to test again several days after the event has ended and to notify Crossroads if any event participant tests positive and may have been contagious during the event so we can evaluate the potential exposure of our training staff.

Please indicate what individual COVID-19 prevention measures you will provide during the event, for example hand sanitizer at each table, masks, testing, etc.

Outdoor Events

In our experience outdoor events are possible if the group is relatively small, the weather is mild and there is little background or street noise to contend with. The advantage of outdoor events is that many of the facilities and meeting room mitigation strategies do not apply; masking and social distancing can be decreased. If you are planning to hold your event outdoors, please describe the details of the outdoor space including the approximate square footage, maximum capacity limits, seating arrangement, expected weather conditions, and mitigation of potential distractions like noise.

Individual Requirements for Crossroads Staff

Crossroads has a legal obligation and responsibility to ensure our staff remain healthy, safe and secure while traveling on behalf of Crossroads. Consequently, all staff are provided with N95 masks to wear throughout travel and while facilitating, hand sanitizer, sanitizing wipes and when appropriate personal air cleaning devices. Staff are provided paid time off to recover from COVID-19 illness.

There are several travel-related requirements that may affect the expenses that are billed to your organization. Crossroads in consultation with the staff assigned to your event will decide the modes of transportation and the lodging arrangements for staff during the event, including making decision about air carriers, rental cars, lodging vendors, etc. While we endeavor to keep travel expenses within reason, our first priority is the health and safety of our personnel. In addition, Crossroads purchases travel insurance for our staff that will be billed to you organization, the insurance policy provides the following coverages: hospitalization, emergency medical transportation and evacuation to return home, partial reimbursement of pre-paid travel expenses and car rental insurance if a vehicle is rented. Please note, Crossroads staff do not travel in private vehicles, or stay in private homes while traveling.

Contingency Plans

In the event Crossroads deems it unsafe to move forward with the event, either because the county level indicators suggest it or because a staff person assigned to the event has become ill and cannot travel, and we are unable to substitute with another staff person, Crossroads will work with the event hosts to develop a mutually agreeable Contingency Plan. This may mean rescheduling the event in the future, moving the event to a digital platform or cancelling the event. If the event is cancelled because of health and safety concerns about COVID-19, our standard cancellation policy is waived, and there is no financial penalty to your organization or Crossroads.