

**COVID 19 Safety Protocol for Far West Rally May 19-21, 2022**  
**Point of Contact: Lacey Orcutt, 406-450-4380**

- Number of COVID-19 cases in the community—The host state has been monitoring numbers of cases in Oklahoma and across the far west region. The state as a whole saw its spike in January 2022 and has been in a decline of cases ever since. The current COVID-19 community level is low. Availability of vaccines as well as preventative and safety measures put in place will help in mitigating the number of cases being brought to the rally.
- Exposure during travel— Attendees planning to travel by air will be instructed to view safety guidelines for COVID 19 Air Travel located at [www.tsa.gov](http://www.tsa.gov). All others will be instructed to follow safety precautions as recommended by their CDC.
- Setting of the NASCOE Sponsored Event—The hotel, Sheraton Downtown Oklahoma City will help us implement a safety plan which includes hand sanitizing stations. The Event Center staff will set up the meeting rooms to allow for social distancing. Attendees will be required to wear a mask while in the NASCOE sponsored event space if it would be recommended per CDC guidance at the time of the rally or will be asked to leave.
- Length of the event — The All West Rally will last Thursday, May 19 - Saturday, May 21.
- Behavior of attendees during an event— Best practices will be expected. Attendees will be instructed daily on the current mask policy in effect. Attendees will be encouraged to continue to observe CDC guidelines after meeting hours. Those that fail to follow guidelines during the NASCOE sponsored meetings will be asked to leave.

Promoting Healthy Behaviors that Reduce Spread

- Stay Home when Appropriate
  - Event staff and rally attendees will be asked to stay home if:
    - If they have tested positive for COVID-19, are waiting for COVID-19 test results, have COVID-19 symptoms, or if they have had close contact with a person who has tested positive for or who has symptoms of COVID-19.
  - Those persons working the registration desk will be conducting health checks by asking a series of questions related to COVID exposure utilizing CDC Facilities COVID 19 Screening questions completed and attached to attendee registration.
- Physical (Social) Distancing
  - Meetings and all indoor activities will be located in areas where space is adequate to ensure social distancing can be maintained.
  - Attendees will receive printed CDC guidelines on physical distancing in Welcome Packet.
- Masks
  - Masks will be encouraged at all NASCOE events associated with the rally and are to be worn in accordance with CDC guidelines.
  - Masks will be on hand for attendees if you need one.

- Any attendee not complying with proper wearing of mask will be asked to leave the event.
- Hand Hygiene and Respiratory Etiquette
  - Attendees will be expected to wash their hands frequently.
  - Hand sanitizer will be available throughout the event space.
- Signs and Messages
  - Signs will be posted in highly visible locations advising attendees of best practices to prevent the spread of COVID-19.
  - Regular announcements will be made to encourage best practices by participants.

#### Maintaining Healthy Environments

- Cleaning and Disinfection
  - The hotel and event staff have developed a schedule for increased, routine cleaning. This plan includes cleaning and disinfecting frequently touched surfaces within the venue before the event, at least daily, and as much as possible.
  - Execs and those individuals participating in the presentations will clean shared objects frequently, based on level of use- microphones, computer equipment, etc.
- Restrooms
  - Attendees standing in line will be encouraged to use social distancing<sup>6</sup>.
    - Restrooms will be cleaned and disinfected regularly.
    - Restrooms are adequately stocked with supplies for hand-washing, including soap and water or hand sanitizer.
- Ventilation
  - Ventilation systems operate properly. Air turn over will be maximized to the extend possible to encourage healthy environment for attendees.
- Communal Spaces
  - Social distancing will be encouraged during the event as well as mask usage. Hand sanitizing and proper hygiene will be encouraged. Attendees are instructed to use good judgement when they leave the event area to protect themselves and others.
- Food Service
  - Event staff will utilize appropriate protective methods to limit the number of individuals touching surfaces associated with meals.
  - Touch-less payments will be utilized where available.
  - Frequently touched surfaces will be disinfected regularly.
- Shared Objects
  - People will be discouraged from sharing items that are difficult to clean, sanitize, or disinfect.
  - Adequate supplies will be maintained to minimize sharing of high-touch materials to the extent possible.

#### Maintaining Healthy Operations

- Regulatory Awareness

- Event planners are aware of local or state regulatory agency policies related to group gatherings and are taking necessary precautions to prevent the spread of COVID-19.
- Protections for Event Staff and Attendees who are at Higher Risk of Severe Illness from COVID-19
- Travel & Transit
  - Attendees traveling from another location will be instructed to follow and adhere to CDC guidance for travel during COVID 19.
  - Attendees traveling by air will be instructed to follow CDC guidelines for air travel and COVID 19 travel instructions for applicable airline and airport.
  - Attendees will be asked to consider all travel options and make informed decision when choosing travel method to ensure that the safest travel option is chosen.
- Designated COVID-19 Point of Contact
  - NASCOE Northwest Area Executive, Lacey Orcutt is the designated Point of Contact (POC) responsible for responding to COVID-19 concerns and POC with the hotel for COVID 19 concerns.
- Communication Systems
  - Staff, attendees, and vendors are requested to self-report to event officials, or a COVID-19 point of contact if they:
    - Have symptoms of COVID-19
    - Have tested positive for COVID-19
    - Were exposed to someone with COVID-19 within the last 14 days.
    - Attendees are advised prior to the event via email communication by Execs and State Presidents that they should not attend if they have tested positive for COVID-19, are waiting for COVID-19 test results, are showing COVID-19 symptoms or if they have had close contact with a person who has tested positive for or who has symptoms of COVID-19.
  - Communicate with vendors to ensure they are aware of COVID-19 safety protocols being followed at the event.
- Leave (Time Off) Policies
  - Attendees are encouraged to utilize telework if they have been exposed or are experiencing symptoms as advised by USDA policy when they return home.
  - Relevant USDA policy will be communicated to attendees during announcements.
- Staff Training
  - The hotel and event staff are trained on all safety protocols.

#### In Case Someone Gets Sick

- Advise Sick People of Home Isolation Criteria
  - Attendees will be advised upon returning from Rally to self-quarantine if needed for sickness and potential exposure to high risk coworkers.
- Isolate and Transport Those Who are Sick
  - Hotel and event staff policy is to immediately separate staff and attendees with COVID-19 symptoms. People who are sick will be sent

- home or to a healthcare facility, depending on how severe their symptoms are, and will follow CDC guidance on how to isolate.
- People who have had close contact with a person who has symptoms will be separated, sent home, and advised to follow CDC's guidance.
  - Event planners will work with venue administrators, local officials, and healthcare providers to identify an isolation area to separate anyone who has COVID-like symptoms.
  - Clean and Disinfect
    - In the event of a positive COVID case during the event, the affected areas used by a sick person will be closed off and not used these areas until after cleaning and disinfecting them.
  - Notify Health Officials and Close Contacts
    - As appropriate, officials associated with COVID-19 testing will be responsible for notifying local health office officials of any case of COVID-19.
    - Event planners will advise those who have had close contact with a person diagnosed with COVID-19 to stay home and quarantine, self-monitor for symptoms, and follow CDC guidance if symptoms develop.
    - Event organizers will keep a list of attendees and their contact information for potential future contact tracing needs.

What to do if anyone becomes sick after hosting or attending a gathering or event

- If a staff member or an attendee develops COVID symptoms, event planners will collaborate with the local health department to facilitate case investigation and contact tracing for event attendees. Event coordinators will also contact and notify the people who were in close contact with the infected party.

Contact Tracing

- Event organizers will collaborate with the local health department to facilitate case investigation and contact tracing for event attendees, as indicated. A registration list will be utilized in the event contact tracing is necessary.