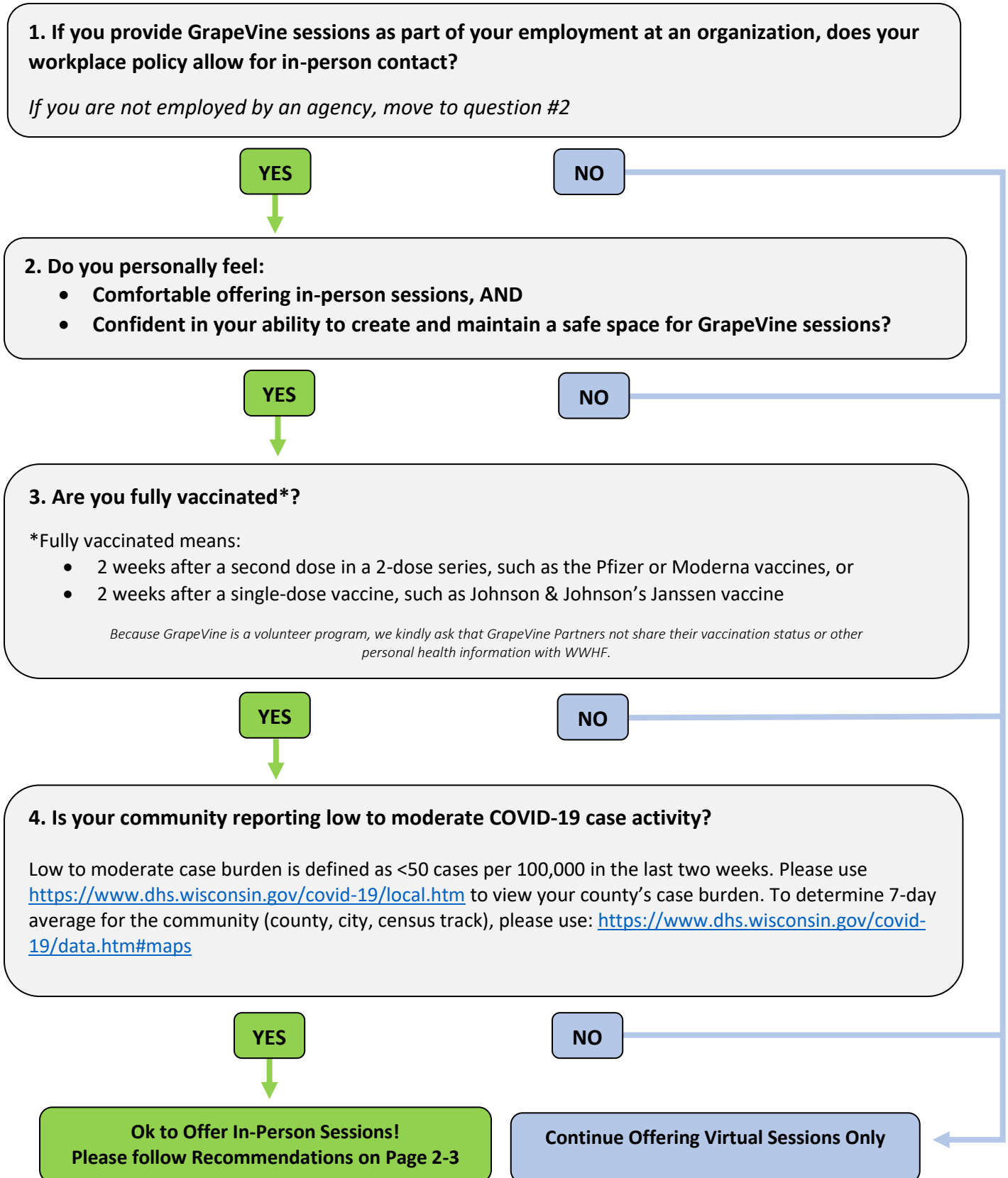


GrapeVine In-Person Session Protocol

Part 1 – In-Person Decision Flow Chart

Please use this flowchart to determine whether you can offer in-person sessions or if you should continue to offer virtual sessions.



Part 2 – In-Person Session Recommendations

If you reviewed the flowchart on page 1 and it was determined that it is safe to return to in-person sessions, we ask that you follow the policies and checklist provided below.

IMPORTANT: If you work for an agency, follow all policies and procedures as determined by your workplace in addition to these recommendations.

A. GrapeVine Face Covering Policy

Following CDC guidelines, GrapeVine recommends that everyone age 2 and older, regardless of vaccination status, wear a mask in indoor public spaces.

Notes:

- The Face Covering Policy applies to GrapeVine Partners, session attendees, and any other individuals present immediately before, during, or immediately after the session.
- The Face Covering Policy must be clearly stated in promotional materials and clearly posted upon entering the location where the session is taking place.
- Vaccination status is personal information. Refrain from asking attendees about status.

B. GrapeVine COVID-19 Symptoms Policy

Regardless of vaccination status, do not attend the session if you have any of the following symptoms – even if they are mild:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Notes:

- The COVID-19 Symptoms Policy applies to Grapevine Partners, session attendees, and any other individuals present immediately before, during, or immediately after the session.
- The COVID-19 Symptoms Policy must be clearly stated in promotional materials and clearly posted upon entering the location where the session is taking place.

C. GrapeVine Infection Control Policy

1. When conducting a session, all surfaces around and in the session location must be fully sanitized prior to and after the session. This includes:
 - a. Tables and chairs
 - b. Pens and other writing utensils
 - c. Doorknobs and light switches
 - d. Any other frequently touched surfaces

2. You will be provided with a session sanitation kit upon completion of your MOU and the scheduling of your in-person session. The kit contains the following: Signage with GrapeVine's Face Covering and COVID-19 Symptoms Policies, box of disposable masks, hand sanitizer (at least 60% ethanol or 70% isopropanol), and cleansing wipes.
3. The kit must be clearly visible and accessible to attendees upon arrival to the session.
4. Signage stating the GrapeVine Face Covering and COVID-19 Symptom policies must be posted and clearly visible to attendees upon arrival to the session.
5. Refrain from serving food and drinks at the session.

Session Safety Planning Checklist

In addition to other GrapeVine duties, we ask that you take the following steps:

Session Planning and Promotion

- Review the flowchart (page 1) to ensure it is appropriate for you to host an in-person session. Keep in mind that case activity levels can change from day to day.
- Ensure GrapeVine Face Covering and COVID-19 Symptom policies are clearly stated in promotional materials.
- Determine if there are any additional guidelines required by the session location and if so, ensure these are also posted.
- Ensure you have enough items in the sanitation kit for each of the session attendees.

Session Prep

- Disinfect high traffic/touch areas.
- Set up a sanitation station so that it is clearly visible to session attendees upon arrival to the session. The sanitation station should contain:
 - Disposable masks
 - Hand sanitizer (at least 60% ethanol or 70% isopropanol)
- Post the GrapeVine Face Covering and COVID-19 Symptoms Policies Signage so that it is clearly visible to attendees upon arrival.

During the Session

- Use hand sanitizer prior to distribution of handouts to attendees.
- While presenting, maintain social distancing of 6 feet.
- Remind attendees to cough or sneeze with a tissue and sanitize hands afterward.

After the Session

- Disinfect high traffic/touch areas.