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.

1. If you provide GrapeVine sessions as part of your employment at an organization, does your workplace policy allow for in-person contact?
   If you are not employed by an agency, move to question #2

   YES
   NO

2. Do you personally feel:
   • Comfortable offering in-person sessions, AND
   • Confident in your ability to create and maintain a safe space for GrapeVine sessions?

   YES
   NO

3. Are you fully vaccinated & up to date*?

   Fully vaccinated means a person has received all recommended doses in their primary series of COVID-19 vaccine. Up to date means a person has received all recommended doses in their primary series COVID-19 vaccine, and a booster dose when eligible.

   For the full definition, visit: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html

   Because GrapeVine is a volunteer program, we kindly ask that GrapeVine Partners not share their vaccination status or other personal health information with WWHF.

   YES
   NO

4. Is your community reporting low COVID-19 community levels as defined by the CDC?

   The CDC looks at three metrics to define community levels. To determine if your community is classified as low, medium, or high, please visit the following website: https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html

   YES
   NO

Ok to Offer In-Person Sessions!
Please follow Recommendations on Page 2-3

Continue Offering Virtual Sessions Only

Exceptions may be made under certain circumstances. Please contact Chelsea with any questions or concerns.
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
GrapeVine recommends that everyone age 2 and older, regardless of vaccination status, wear a mask during GrapeVine education sessions.

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. When you schedule your in-person session, you will have the option to order 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. Signage stating the GrapeVine Face Covering and COVID-19 Symptom policies must be posted and clearly visible to attendees upon arrival to the session.

4. Masks, sanitizer, or wipes must be clearly visible and accessible 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 masks and sanitizer or wipes for session attendees.

Session Prep
- Disinfect high traffic/touch areas.
- Set up a sanitation area with masks, sanitizer (at least 60% ethanol or 70% isopropanol) or wipes so that it is clearly visible to session attendees upon arrival to the session.
- 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.

(Updated 04.08.2022)