

The Atlantian COVIDsafe plan is to assist branches in implementing the September 27, 2021 announcement from the Board of Directors, which allows Kingdoms to decide whether to implement a policy requiring all in-person event and activity attendees to show proof either of full vaccination or a medically-supervised negative COVID test administered within 72 hours of the event. This policy will go into effect in Atlantia on October 18, 2021

- A. Read the policy announced by the Board of Directors on Sept 27, 2021
- B. Read the Society-written FAQ, which are being updated regularly
- C. Federal/district/state/local laws always apply before Society policy. If a site requires only a negative test instead of proof of vaccination, then use of that site will require a variance.

Process for checking proof of vaccination/negative COVID tests

1. Plan the event space to minimize the number of entry points available to attendees.

For example, if you are in a public park, you could set up entry points using traffic cones and rope. If that's not possible, make clear in publicizing the event that folks need to check in at a central point before entering the event space. Use whatever makes the most sense for controlling the flow of people into your space.

2. We recommend that you limit the number of entry points to any event or activity. This will make verifying Covid vaccines or negative tests easier. An event may have multiple gates, but someone must check vaccination/negative COVID test results at EACH gate.

Multiple people can check vaccination/negative COVID test results at each gate, but all who do must sign the statement required by the Board.

Anyone who checks vaccination/negative COVID tests must be at least 18 years old. Minors may NOT serve in this role.

For larger events, all event staff should show their proof of vaccination/negative COVID test before gate opens to the rest of the attendees. *If the event staff arrive after gate opens, they must follow the same procedure as other attendees.*

Anyone exiting the site for any reason will have to be re-checked. This means show ID and the Vaccination or negative Test again.

Someone else should cross check that the person checking everyone ELSE's vaccination/negative COVID test status is, themself, vaccinated or has a negative COVID test.

Anyone checking proof of vaccination/negative COVID test results should be stationed **before** the check in table. Check vaccination/negative COVID test results, and then send people to check in to the event.

3. Smaller, official, in-person activities such as local practices and meetings can have one person oversee all aspects of gate: vaccination/negative COVID test results, regular check-in with blue-card (martial activities) or signing a waiver, and contact tracing sheets.

4. Individual vaccination status/negative COVID test results WILL NOT be recorded by any means. This means you may not include a mark beside their name on the check-in sheet or make available any vaccination related tokens.

5. Do not combine forms. Contact tracing information needs to be kept separate from the Board-required negative COVID statement.

6. Pre-registration CANNOT include proof of vaccination/negative COVID test. This MUST be checked in person on the day of the event.

7. All people who check vaccination/negative COVID test results must sign the statement provided by the board. The event organizer, or their designee, shall maintain a list of names and times the person(s) conducting the check of the entrance. People will sign a statement with their names and times, which reads:

"I have monitored the event entrance at the times noted above, and I have verified that each person entering the event during that time has shown me proper identification, along with either proof of being fully vaccinated or a negative COVID test taken within 72 hours of the start of the event." Use the COVIDsafe Check in register.

8. Treat the statement affirming that the person/people have checked the vaccination/negative COVID test results of everyone attending the event or practice like event waivers — file & maintain them in the same way that you file & maintain event waivers.

Please familiarize yourself with the policy and if you have questions, first please read the FAQ published by the BOD: <https://www.sca.org/news/covidsafe-proof-of-fully-vaccinated-status-or-negative-covid-test-policy-resolution/>

If you still have questions, please email seneschal@atlantia.sca.org

Please be patient with everyone as we are trying to make this as smooth a rollout as possible.