



# FAMB Foundation COVID-19 Classroom Guidelines for the 2020 Learning Period

## Guiding Principles to Keep in Mind

We are aware that the more people that an attendee or instructor interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#)) and environmental [cleaning and disinfection](#) are important principles to keep in mind when scheduling and holding a class. Fortunately, the FAMB Foundation has developed several actions that chapters can take to help lower the risk of COVID-19 exposure and spread during live continuing education sessions.

## Promoting Behaviors that Reduce Spread

The FAMB Foundation will be implementing several strategies to encourage behaviors that reduce the spread of COVID-19.

- **Staying Home when Appropriate**
  - Educate instructors and attendees about when they should [stay home](#)
    - Actively encourage instructors and attendees who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. Develop policies that encourage sick instructors and attendees to stay at home and ensure employees, students, and students' families are aware of these policies
  - CDC's criteria can help inform when instructors/attendees are able to return to a live classroom environment:
    - [If they have been sick with COVID-19](#)
    - [If they have recently had close contact with a person with COVID-19](#)
- **Hand Hygiene and Respiratory Etiquette**
  - Encourage and reinforce [handwashing](#) etiquette with soap and water

- Make hand sanitizer available to instructors and attendees during the course of the class
  
- **Cloth Face Coverings**
  - Encourage and reinforce use of [cloth face coverings](#). Face coverings may be challenging for instructors and attendees to wear in an 8-Hour setting. Face coverings should be worn by instructors and attendees as feasible and are **most** essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently
  - [Cloth face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. [Cloth face coverings](#) are not surgical masks, respirators, or other medical personal protective equipment.
  
- **Adequate Supplies**
  - Support [healthy hygiene](#) behaviors by providing adequate supplies, including hand sanitizer, tissues, disinfectant wipes, cloth face coverings (as feasible), etc.
  
- **Signs and Messages**
  - Post [signs](#) in highly visible locations (e.g., check-in area) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face covering](#)).
  - Include CDC print and digital resources in materials distributed

### **Maintaining Healthy Environments**

- Require all chapters to submit the seminar request form no later than **30 days in advance** of the event.
  - Provide contact information for the venue so that the Foundation can contact to confirm seating layout, cleaning procedures, hand sanitizer station availability, etc.
  - Restaurants should not be used as event locations until further notice.
  - No food items should be made available inside of the classroom except coffee and tea break stations if manned by an attendant through the venue; soda cans or water bottles/stations. No open-style water pitchers should be placed on tables.
  
- **Modified Layouts**
  - Space seating/tables at least 6 feet apart when feasible.
  - Require seating be in a classroom style at venues (attendees sit on only one side of tables, spaced apart)

- No more than 2 attendees at a 6-foot classroom table
- Meeting room layouts should be submitted, if possible, with seminar request form for review and confirmation with venue in order to ensure that social distancing guidelines are adhered to.

### **Maintaining Healthy Operations**

- **Regulatory Awareness**

- Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held.

- **Staggered Scheduling**

- Stagger arrival and check-out times to limit contact between attendees as much as possible.
- Require attendees observe social distancing rules (e.g. Spaced 6 feet apart) when standing in line for arrival and check-out

- **Communication Systems**

- Put systems in place for:
  - An acknowledgement to be placed on the registration system for all live classroom events that each attendee affirms as part of the registration process.
    - By checking this box and registering for an FAMB Foundation 8-Hour live classroom continuing education class you acknowledge that you are aware of the state of emergency declared by Florida Governor Ron DeSantis and applicable county mayor in response to the COVID-19 / Coronavirus pandemic, as well as the ongoing public health risks the virus continues to pose; you agree to abide by any and all social distancing or other measures that state and local health officials, FAMB Foundation and/or the hotel/venue recommend or require during the event; and you knowingly and voluntarily assume any and all risks posed by the pandemic and your attendance at an FAMB Foundation 8-Hour live classroom continuing education class.
      - Each potential attendee must affirm the above acknowledgement at the time of registration.
      - If no affirmation, they will not be permitted to move forward with attendance.
  - Consistent with applicable law and privacy policies, having instructors and attendees self-report to the school if they have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within

the last 14 days in accordance with [health information sharing regulations for COVID-19](#)<sup>external icon</sup> (e.g. see “Notify Health Officials and Close Contacts” in the **Preparing for When Someone Gets Sick section below**) and other applicable federal and state laws and regulations relating to privacy and confidentiality.

### **Preparing for When Someone Gets Sick**

If the FAMB Foundation is notified that an instructor or attendee has fallen ill after a live classroom event, the following strategies will be implemented.

- **Advise instructor and attendees that an individual in attendance has fallen sick**
  - Notify [local health officials](#), instructor and attendees immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)<sup>external icon</sup>.
  - Inform those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home and [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.