



## **EVENT SAFETY CODE OF CONDUCT**

The Veterans of Foreign Wars is dedicated to providing a safe event experience for all participants involved including attendees, staff, and anyone else present at the event.

Given that the responsibility of a safe in-person event is equally shared among event organizers, event vendors, event sponsors, and event attendees, the Veterans of Foreign Wars has developed the following code of conduct to which all participants need to abide by. This document outlines a collection of rules and regulations that include what is and is not acceptable or expected behavior and should serve as a reminder that if we all collectively respect the significance of this contribution, we are advocating for the well-being of our fellow global citizens.

### **EXPECTED BEHAVIOR**

#### **Before Leaving Home**

- Follow relevant guidance provided by the Centers of Disease Control and Prevention (CDC), World Health Organization (WHO), or your local health authority.
- Adhere to government issued travel restrictions and guidance issued by the region you will be travelling to and the region you are travelling from.
- Evaluate your own health and that of the people you are in close contact with; contact the meeting/event organizers if you have concerns.
- Stay home if you feel sick.
- Add to your phone's address book the event organizer's contact information listed at the end of this document.

#### **On-site During the Event**

- Abide by the venue and the Veterans of Foreign Wars' rules
- Assume all risks of attending an in-person event, including the potential risk of becoming infected with COVID-19
- Follow guidance from the local health authority, for everyday preventive actions to help prevent the spread of respiratory viruses, including:
  - Washing hands often with soap and water for at least 20 seconds, or an alcohol-based sanitizer with at least 60% alcohol.
  - Avoiding touching eyes, nose, and mouth with unwashed hands.
  - Covering your nose and mouth when coughing or sneezing. Throw used tissues in the trash.
- Agree to have your temperature taken before entering the meeting/event venue, as required by The Veterans of Foreign Wars.
- Agree to show proof of immunizations if required by the Veterans of Foreign Wars.
- Agree to wear a mask or facial covering, if required by the Veterans of Foreign Wars.
- Agree to change your mask multiple times a day as required by the Veterans of Foreign Wars.

- Agree to cooperate with contact tracing personnel should you become infected with COVID-19 during national convention.
- Adhere to social distance protocols put in place by the Veterans of Foreign Wars and respect others' personal space.
- Go to the event First Aid Office (or equivalent) at any time if you feel unwell or are experiencing flu-like symptoms.
- Stay in your room and contact the Veterans of Foreign Wars for further instructions if you wake up not feeling well during the event. Contact information can be found at the end of this document.

### **Post-event**

Based on current contact tracing advice from many health authorities, if you test positive for COVID-19 up to 14 days after returning home, please contact the Veterans of Foreign Wars immediately to advise them. Contact information can be found at the end of this document.

### **UNACCEPTABLE BEHAVIOR**

These rules/regulations are being enforced for your safety and the safety of others. Being negligent and unwilling to follow the rules and regulations listed in this code of conduct, will be considered unacceptable behavior by the Veterans of Foreign Wars convention team, which will take appropriate action when necessary.

### **CONSEQUENCES OF UNACCEPTABLE BEHAVIOR**

If a participant chooses to not follow the rules and regulations listed in this code of conduct, the Veterans of Foreign Wars may take any action deemed appropriate depending on the circumstances, ranging from issuance of a warning to the offending individual to expulsion from the event with no refund.

### **WITNESSING UNACCEPTABLE BEHAVIOR**

If at any point you feel unsafe because another participant is not following the code of conduct, please contact the Veterans of Foreign Wars. Contact information can be found at the end of this document.

### **CONTACT INFORMATION**

To communicate with the event organizer before, during or after the event, please use the following contact information.

**NAME:** Jessica Brown  
**PHONE:** 816.786.9134

**EMAIL:** [info@agendausa.com](mailto:info@agendausa.com)