



## **Leadership Education at Duke Divinity**

### **COVID-19 In-Person Event Policy\***

**As of 06/06/2022**

**\* This policy is based on current CDC guidelines and is subject to change based on updated guidance.**

#### **SUMMARY**

All registrants agree to the following COVID-19 protocols when registering for the event:

- Proof of COVID-19 vaccines and boosters or medical/religious exemptions are required in advance. Participants will be provided with a link to upload documentation.
- Pre-arrival testing is required within 72 hours (PCR test) or 24 hours (rapid antigen test). Participants will be provided with a link to upload documentation of their test results. Leadership Education at Duke Divinity will reimburse participants for the full cost of all FDA-approved COVID-19 at home diagnostic tests with proof of purchase. A limited number of rapid antigen test kits will be available onsite at the event.
- While public health authorities do not require masks to be worn indoors at the time this policy is posted, we currently request participants wear masks as a part of a commitment to care for the most vulnerable in our midst. KN95 masks will be available onsite upon request.

**Please read the COVID-19 Event Attendee Policy below before registering for an event. You will be asked to confirm that you have read the policy, meet all requirements, and will abide by all regulations while attending the event before completing your registration.**

#### **BEFORE LEAVING HOME**

- Follow relevant guidance provided by the WHO, CDC, and/or your local health authority regarding exposure, testing, and quarantine related to COVID-19.
- Adhere to government-issued travel restrictions and guidance issued by the WHO, CDC, and/or the local health authority in the regions you will be traveling to and from.
- Stay home if you feel unwell.
- Stay home if you develop symptoms of COVID-19, or test positive for COVID-19 within 14 days prior to the event.



- All attendees must submit one of the following items as proof of vaccination or proof of medical/religious exemption to a third party vendor (link will be provided):
  - A picture of the front and back of your vaccination card showing the name of the manufacturer of the shot, the lot number of the vaccine, the expiration date of the vaccine, dates when the shot(s) were given, the location where you received the vaccine, and the signature of the person giving the shot.
  - A picture of your medical/religious exemption.
- All attendees must submit proof of negative pre-arrival testing to a third party vendor (link will be provided):
  - PCR Test: Within 72 hours of the start of the event.
  - Rapid Antigen Test: Within 24 hours of the start of the event.

As part of the travel reimbursement process, Leadership Education will reimburse participants for the full cost of all FDA-approved COVID-19 at home diagnostic tests with proof of purchase. If you arrive at the event without proof of a negative COVID test, you will be required to complete a rapid antigen test onsite before participating.

## ARRIVING AT THE EVENT

- All event attendees must be fully vaccinated or have a medical/religious exemption\* to enter or attend an in-person event hosted by Leadership Education at Duke Divinity and must have submitted proof of vaccination or exemption to the third party vendor via the provided link.

\* "Fully vaccinated" means you completed your vaccine regimen (original dose(s) and the booster) more than two weeks before arrival to any Leadership Education-sponsored event. If you are not yet eligible to receive a booster, please reach out to the Leadership Education team. Attendees must be vaccinated with a vaccine currently approved by the US Food and Drug Administration or the World Health Organization (WHO). Learn more about approved vaccines and regimens here: [Stay Up to Date with Your COVID-19 Vaccines](#)

If you arrive at the event without submitting a proof of vaccination or a medical/religious exemption to the third party vendor, you will be required to show one of the following documents:

- Your vaccination card or a picture of the front and back of your vaccination card showing the name of the manufacturer of the shot, the lot number of the vaccine, the expiration date of the vaccine, dates when the shot(s) were given, the location where you received the vaccine, and the signature of the person giving the shot.
- Your medical/religious exemption or a picture of your medical/religious exemption.

If you arrive at the event without proof of submitting a negative COVID test to the third party vendor, you will be required to submit to a rapid antigen test onsite.



- If the test yields a negative result, the registrant will be allowed to attend the event.
- If the test yields a positive result, the registrant will not be allowed to attend the event. If Duke is responsible for travel to the event:
  - For those registrants arriving via air, the Duke travel agent will be contacted to arrange return transportation (at the expense of Leadership Education at Duke Divinity).
  - The registrant will be provided with hotel accommodations until departure can be arranged. Meals will be delivered to the registrant's room by either hotel staff or Leadership Education staff.

If you have a medical or religious exemption from taking the COVID-19 vaccination, you will be asked to test for COVID-19 each day, wear a mask indoors at all times, and eat meals in your hotel room.

#### **ONSITE DURING THE EVENT**

- Follow guidance from the local health authority for everyday preventive actions to help prevent the spread of viruses, including:
  - Wash hands often or use an alcohol-based sanitizer.
  - Avoid touching eyes, nose, and mouth with unwashed hands.
  - Cover your nose and mouth when coughing or sneezing. Throw used tissues in the trash.
  - Adhere to physical distance protocols put in place by Leadership Education at Duke Divinity, the venue, and local health authorities.
- At this time, public health authorities do not require fully vaccinated individuals to wear masks inside most venues or facilities; however, we request that participants wear masks indoors as part of a commitment to care for the most vulnerable in our midst, and we strongly recommend wearing masks in any crowded settings, including the shuttle service. Attendees may be asked to wear a mask at any point during the event. Attendees may bring their own masks; we will also have a limited supply of KN95 masks available on site upon request. Masks should fit properly and cover the face from the bridge of the nose to past the chin.
- Adherence to onsite guidelines in place at the time of the event is required.
- If at any time during the event you feel unwell, learn that you have been exposed to COVID-19 at the event or within 14 days prior to the event, develop symptoms of COVID-19, or test positive for COVID-19:
  - Do not attend the event.
  - Remain in your accommodations and seek medical care.
    - Notify Leadership Education at Duke Divinity at [leadership@div.duke.edu](mailto:leadership@div.duke.edu) or (919) 613-5323. If Duke is responsible for travel to the event: For those registrants who arrived via air, the Duke travel agent will be contacted to arrange return transportation (at the expense of Leadership Education at Duke Divinity).
    - The registrant will be provided with hotel accommodations until departure can be arranged. Meals will be delivered to the registrant's room by either hotel staff or Leadership Education staff.



## **POST-EVENT**

- Attendees agree that if they receive a positive COVID-19 test result within 14 days of the conclusion of an event, they will immediately inform Leadership Education by emailing at [leadership@div.duke.edu](mailto:leadership@div.duke.edu) or calling at (919) 613-5323.

## **SAFETY AND SECURITY**

This policy is intended to reduce the risk of exposure to COVID-19 at the event. Please understand that regardless of steps taken by Leadership Education, there continues to be risk of exposure to COVID-19 and any COVID-19 variant.