



# Alaska Travel Industry Association

## COVID-19 Mitigation for Large Meetings, Gatherings & Events Policy

### 1. PURPOSE

The goal of this policy is to keep ATIA's directors and officers, staff, and membership health a priority during the COVID-19 pandemic. In early 2020, ATIA committed to the health and safety of our teams, members, partners, and communities in the face of the coronavirus. This commitment remains a priority during the pandemic and for the Association.

### 2. SCOPE

- a. This policy applies to any board member, employee, member, partner, volunteer, or contractor of the Alaska Travel Industry Association.
- b. This policy describes the mitigation and safety measures ATIA will implement during large gatherings and events of more than 50 participants.
- c. This policy will be reviewed and updated at least 3 weeks prior to any meeting or event of more than 50 participants, in order to adjust meeting and planning logistics.

### 3. GENERAL POLICY

The Alaska Travel Industry Association (ATIA) will follow all Center for Disease Control (CDC) and State of Alaska guidelines related to COVID-19. In the event of large gatherings and events hosted by ATIA, the Association will:

- a. Check the level of disease spread and vaccination coverage in the area where the event will be held;
- b. Check the level of disease spread in areas where attendees are coming from and vaccination coverage among attendees based on available public health information;
- c. c. The feasibility of implementing COVID-19 mitigation measures, such as physical distancing, wearing masks, handwashing stations, etc.; and
- d. Provide available public health resources, testing and vaccination information to staff and attendees.

Upon arrival at in person events of more than 50 participants, attendees will be asked to respond to a COVID questionnaire. All attendees gathering indoors will also be encouraged to wear masks and to social distance, and wash and/or sanitize hands frequently, according to the most updated and available CDC guidance. Additionally, ATIA will encourage attendees to stay home if feeling ill.

When meeting outdoors, attendees will be encouraged to social distance, and wash and/or sanitize hands frequently, and stay home if feeling ill.

Whenever possible, ATIA will provide a virtual (hybrid) option for all meetings, events, and gatherings.

#### 4. RESPONSIBILITIES

##### d. Board of Directors

- The Alaska Travel Industry Association (ATIA) Board of Directors has the duty to commit and follow all board of director approved policies.
- The ATIA Board of Directors will support staff in implementing this policy and reminding attendees of the COVID-19 safety measures.
- The ATIA Board of Directors will review and update if appropriate, this policy at a minimum of three weeks in advance of any meeting, gathering or event hosted by ATIA of more than 50 people.

##### e. President & CEO

- The President & CEO is responsible for ensuring that all board of director approved policies are implemented and has a duty to report any complaints about unethical, illegal, or inappropriate conduct.
- The President & CEO will advise the Executive Committee of the Board of Directors of all complaints and their resolution immediately upon resolution of the complaints related to this policy.

##### f. ATIA team members

- ATIA team members are committed to follow and implement ATIA Board of Director policies.
- ATIA team members working during any gathering or event will enforce the policy to members, partners, volunteers, and contractors of the Association.
- ATIA team members will report any questions or complaints by members, partners, volunteers, and contractors to the President & CEO.

This policy was approved by the ATIA Board of Directors on **March 17, 2022**.