March 2022

This East Kingdom Event Workflow is to assist branches in implementing the COVIDSafe Policy, which requires all in-person event attendees who are eligible to be vaccinated to show proof either of full vaccination or a medically-supervised negative COVID test administered within 72 hours of the event. As of this writing, this applies to everyone ages 5+.

A. Read the COVIDSafe policy: ([click here](#))

B. Read the Society-written FAQ, which is being updated regularly: ([click here](#))

C. Federal/provincial/state/local law always applies before Society policy.

Workflow for checking proof of vaccination/negative COVID tests

0. Scope out your space and funnel attendees through as few entry points as possible. If you are in a public park, maybe do this with orange traffic cones and rope or make clear in publicizing the event that folks need to check in at the big maple tree before entering the event space -- whatever makes the most sense for monitoring the flow of people into your space.

- Events may have multiple gates, but someone must check vaccination/negative COVID test results at EACH gate.
- Maintain a ratio of 1:1 COVIDSafe check person to gate staff member
- Anyone who checks vaccination/negative COVID tests must be at least 18 years old. Minors may NOT serve in this role.
- Note: contact tracing is no longer required
- Self-administered home COVID tests are NOT acceptable under this policy

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

2. Anyone checking proof of vaccination/negative COVID test results should be stationed before the gate table/clipboard. Check vaccination/negative COVID test results, then check in to the event.

- Smaller in-person gatherings like practices and meetings can have one person oversee all aspects of gate: vaccination/negative COVID test results, regular check-in with blue-card or signing the waiver.

- Checking vaccination/negative COVID test results is **<u>a visual process only</u>**. Do not record that you have checked someone in any way, including a mark beside their name on the gate check-in sheet.
- Do not combine forms -- the Board-required statement needs to be separate from other gate check-in forms.
- Pre-registration CANNOT include proof of vaccination/negative COVID test. This MUST be checked in person on the day of the event.

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

4. All attendees must sign the attestation sheet stating that their COVID information has been checked. This can be done at the COVIDSafe checkpoint or at gate, if those two stations are close to each other. Attestation sheet is below.
- Note: this is a change from the previous system. Now, attendees sign the form, not the COVIDSafe check people.

5. Treat the attestation sheets like event waivers -- file & maintain them in the same way that you file & maintain event waivers, including sending them to the Waiver Deputy.

6. We may not check attendees' temperatures as part of admission to site.

Society for Creative Anachronism, Inc. "SCA")
P.O. Box 611928, San Jose, CA 95161 Tel (408) 263-0641 Fax (408) 263-0641
SCA, INC. COVIDSAFE ACKNOWLEDGEMENT

Event _____ **Date** _____

By signing below, you are confirming that you have presented proper identification, along with either proof of being fully vaccinated or a negative COVID test taken within 72 hours prior to the start of the event. (If you presented proof of a negative COVID test, it complies with the current SCA COVIDSafe rules.)

Legal Name (Please Print)   Signature   Member # (if applicable)   Date

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____