



Covid-19 Health and Safety Guidelines

Policy:

The Arc of Tippecanoe County takes the health and safety of our members, Volunteers and employees very seriously. Due to the current Covid-19 Pandemic, we have developed new health and safety guidelines which follow state and local health department guidelines to reduce the spread of Covid-19 at our events.

General Procedures:

1. Every person who attends an event **MUST** wear a mask that they are responsible for providing. The Arc will **NOT** be providing masks for anyone.
2. Every person must have their temperature taken before they are allowed into the event. We will have a contactless, forehead thermometer that will be used to take temperatures. If you have a fever of 100.4 degrees or higher, you will not be allowed into the event.
3. Every person must answer the Covid-19 screening questions and sign the paper after answering them.
4. Once you have had your temperature taken and been given your paper you will be allowed to move onto the registration desk to check in and pay any fees for the event.
5. Hand sanitizer will be provided for everyone to use.
6. Everyone will be expected to use appropriate social distancing- 6 feet away from each other as much as possible.
7. Do not come to events if you have a fever, cough, congestion, breathing issues or digestive issues. You will be sent home.

RSVP/Special Event Procedures

1. Events may have a limited number of participants (which include staff, family and friends) due to size of venue or current local requirements. If the event is limited, it will say on the website, Facebook and email attached to the invitation. We will start a waiting list and inform you if we have cancelations.
2. All RSVP's will go to the email rsvp@arcoftippecanoe.org. Please include the members name and the number of staff/family attending. **YOU WILL RECEIVE AN EMAIL BACK STATING YOUR EMAIL HAS BEEN RECEIVED WITHIN 48 HOURS.** If you do not get an email back please contact us on Facebook or call/email Milissa (director@arcoftippecanoe.org or 765-476-3277).

3. You will need to bring your email response from rsvp@arcoftippecanoe.com to the event as your ticket to get into the event. You can print it or show it to us on the phone. Due to the limited number of participants everyone must have this proof of RSVP. This allows us to have enough food and volunteers for the event.
4. Every person who attends an event MUST wear a mask that they are responsible for providing. The Arc will NOT be providing masks for anyone.
5. Every person must have their temperature taken before they are allowed into the event. We will have a contactless, forehead thermometer that will be used to take temperatures. If you have a fever of 100.4 degrees or higher, you will not be allowed into the event.
6. Every person must answer the Covid-19 screening questions and sign the paper after answering them.
7. Once you have had your temperature taken and been given your paper you will be allowed to move onto the registration desk to check in and pay any fees for the event.
8. We will have hand sanitizer at the event and will take several breaks to wash hands and clean.
9. We will have a Covid-19 Compliance Monitor for each event. This person will make sure everyone has masks, maintains social distancing and that we are following our policies.
10. Anyone who fails to follow our Covid-19 Policies will be asked to leave the event.
11. This policy will change along with the federal, state and local guidelines as needed to keep everyone safe. We will update you on changes.