

This Meridies Event Workflow is to assist branches in implementing the September 27, 2021 announcement from the Board of Directors, which allows Kingdoms to decide whether to implement a policy requiring all in-person event attendees to show proof of either full vaccination OR a medically-supervised negative COVID test administered within 72 hours of the event. This policy will go into effect in Meridies on October 8, 2021.

A. Read the policy announced by the Board of Directors on Sept 27, 2021:

(<https://www.sca.org/news/covidsafe-proof-of-fully-vaccinated-status-or-negative-covid-test-policy-resolution/>)

B. Read the Society-written FAQ, which is being updated regularly:

(<https://www.sca.org/wp-content/uploads/2021/09/20210829-Proof-of-Vaccination-or-Negative-Test-Policy-FAQs.pdf>)

C. Federal/state/local law always applies before Society policy. Since there are overriding state laws in Alabama and Florida that prohibit any such actions, Alabama and the portion of Florida within the Kingdom border are exempt from this 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 everyone needs to check in at xxx location before entering the event space - whatever makes the most sense for monitoring the flow of people into your space.

- Events may have multiple entry points, but someone must check vaccination/negative COVID test results at EACH entry point.
- Multiple people can check vaccination/negative COVID test results at each entry point per shift, but all who do must sign the statement required by the Board. Shift lengths are suggested to be no more than 1-2 hours per person.
- Anyone who checks vaccination/negative COVID tests must be at least 18 years old. Minors may NOT serve in this role.

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

2. Anyone checking proof of vaccination/negative COVID test results should be stationed before troll or waiver check. This *\*must\** be the very first step at any event, meeting, gathering, demo, etc.

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

- Checking vaccination/negative COVID test results is a visual process only. Do not record that you have checked someone in any way, including a mark beside their name on the check-in sheet.
- DO NOT combine forms - contact tracing information needs to be on a separate form from the Board-required statement signature form.
- Pre-registration CANNOT include proof of vaccination/negative COVID test. This MUST be checked in [person on the day of the event or gathering.

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

4. All people who check vaccination/negative COVID test results must sign the statement provided by the Board. A sample form will be available under Seneschal Resources on the Kingdom webpage.