

# Personal Actions Supporting the Collective Well-being



.orgCommunity is committed to providing a healthy, safe, productive, and welcoming environment for all. All participants, including, but not limited to attendees, speakers, volunteers, staff, and service providers are expected to abide by the following Code of Conduct and Duty of Care. Responsibility is shared equally among all stakeholders, all of whom have a role to play in the mitigation of risk.

---

## CODE OF CONDUCT

.orgCommunity is dedicated to providing a harassment-free program experience for everyone. Unacceptable behavior will not be tolerated and is defined as:

Harassment, intimidation, or discrimination in any form related to gender, sexual orientation, race, ethnicity, religion, disability, physical appearance, age, experience, or other characteristic.

- Use of hateful, obscene, defamatory, discriminatory, or violent language.
- Inappropriate use of sexual language, nudity and/or images.
- Unwelcome or uninvited attention or contact with another participant.
- Expressed or implied threat of physical or professional harm.
- Harassing photography or recording.
- Sustained disruption of presentations, sessions, or other events.

.orgCommunity reserves the right to take any action deemed necessary and appropriate in response to any incident of unacceptable behavior, including immediate removal from the Innovation Summit without warning or refund and restrictions on attendance at future .orgCommunity meetings. If you experience harassment, notice unacceptable behavior, or have any other concerns, please contact a member of the .orgCommunity staff or .orgCommunity Board of Directors immediately. We value your attendance.

## DUTY OF CARE – PERSONAL ACCOUNTABILITY

.orgCommunity is preparing The Innovation Summit experience so that all individuals on-site, attendees, speakers, staff and venue personnel remain safe, healthy, and comfortable throughout the event. The health and safety of our members is our top priority. We are monitoring the COVID-19 status and are in communication with the team at the ASGE Institute for Training and Technology. Please visit the Centers for Disease Control and Prevention for recommendations on how to protect yourself against COVID-19. You can also see the current health and safety protocols that the ASGE Institute for Training and Technology have in place.

## **Before Leaving Home**

- Follow relevant guidance provided by the World Health Organization (WHO), or your local health authority.
- Evaluate your own health and that of people you are in close contact with; contact the meeting/event organizers if you have concerns.
- Stay home if you are experiencing any of these symptoms: temperature over 100.4F, loss of taste or smell, cough, runny nose, sore throat, muscle aches, headache.

## **On-site During the Event**

- Follow guidance from your local health authority, for everyday preventive actions to help prevent the spread of respiratory viruses including:
  - Washing hands often with soap and water for at least 20 seconds, or an alcohol-based sanitizer with at least 60% alcohol.
  - Avoiding touching eyes, nose, and mouth with unwashed hands.
  - Covering your nose and mouth when coughing or sneezing. Throw used tissues in the trash.
  - Cleaning and disinfecting frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- For individuals fully vaccinated against Covid-19, masks may be worn based on individual discretion and social distancing is optional. For individuals who are not fully vaccinated against Covid-19, masks are encouraged and social distancing is suggested.

## **CDC Resources:**

- When You've Been Fully Vaccinated (Updated May 16, 2021)
- Large Gatherings (Updated May 6, 2021)
  - Attendees will be required to wear a mask or face covering when indoors or in an enclosed space and other people are present in the same room.
  - Adhere to social distance protocols put in place by .orgCommunity and respect others' personal space.
  - Meeting session will be set for appropriate social distancing. Rearranging of seating is prohibited.
  - Hand sanitizer stations will be positioned throughout the event area.
  - Appropriate signage will be displayed to reinforce social distancing and other safety reminders.
  - .orgCommunity staff will be enforcing safety protocols at the meeting as outlined here.
  - Notify .orgCommunity staff immediately if you feel unwell or are experiencing flu-like symptoms.
  - Should you exhibit Covid-19 symptoms or test positive over the meeting dates, you will not be allowed to attend the meeting. Any additional expenses you may incur to quarantine or return home will be your responsibility.

## **Post-event**

If you test positive for COVID-19 up to 14 days after returning home, please contact the .orgCommunity staff to advise them of your situation.

For any questions or concerns, feel free to reach out to Veia Alvaro, Membership and Business Development Manager, at [vea@orgsource.com](mailto:vea@orgsource.com)