



Health and Safety Policy

v1.0

Effective Date: June 1, 2023

Purpose

These instructions reflect Co-Active Training Institute's (CTI's) reasoned judgement based on the best available current science and guidance regarding the subject areas covered in this document. These procedures will be re-evaluated periodically and updated as needed based on public health conditions.

Preventive Measures

In-person events are settings in which there is likely to be close contact between attendees in indoor spaces. These environments may facilitate the transmission of illnesses from person-to-person via respiratory droplets, aerosols, or contact with contaminated surfaces. If infected people are traveling from the event back to their homes, they may also infect others during their travel.

To further reduce the spread of transmittable diseases, CTI will

- Inform attendees of any active regional Public Health Emergencies (PHE) prior to an event,
- Provide information to attendees to encourage frequent hand washing hygiene to help stop the spread of viruses,
- Ensure that hand washing facilities are available in the venue and work with the vendor to ensure these facilities are well-stocked with soap and a method for hand drying, such as paper towels or air dryers.
- Encourage participants to avoid touching their eyes, nose, and mouth with unwashed hands.
- Reduce face-to-face interactions between attendees to the extent practicable if required by public health measures.
- Promote respiratory and hand hygiene and cough etiquette.
- Place hand sanitizer containing at least 60% alcohol in multiple locations and in sufficient quantities to encourage hand hygiene.

CTI will have masks on-site and available during an event. Attendees may choose to wear a mask at any time during the event. An attendee's choice to wear a mask, as well as to socially distance, will be respected by their fellow attendees.

Screening of Attendees Prior to Attendance for Illness Identified as a Public Health Emergency (PHE)

If required by public health measures during a Public Health Emergency (PHE) for a pandemic, attendees will be required to complete testing for a transmittable illness 72 hours (about 3 days) prior to the start date and time and provide proof of a negative result to CTI prior to arrival at the venue, if testing protocols are available.

Attendees who test positive for a transmittable illness identified as a PHE 72 hours before the start date and time may not attend the in-person event.

Screening/Testing of Attendees During the Event for Illness Identified as a Public Health Emergency (PHE)

If required by public health measures during a Public Health Emergency (PHE) for a transmittable disease, attendees will be required to complete a screening questionnaire and testing upon arrival at the in-person event, if a testing protocol is available. All attendees will be provided with a screening questionnaire to complete and submit to the assistant on-site.

CTI will provide testing kits on site for the event for attendees, if available and required by the PHE.

If an attendee tests positive for the transmittable illness identified in the PHE, they will move to an isolated space in the building or move outside and contact the assistant. The attendee will be asked to complete a second test to confirm the positive result.

If the attendee tests positive a second time, the assistant will contact CTI. CTI will work with the attendee to depart from the facility.

If the attendee tests negative on the second test, the assistant will provide CTI with the results. The attendee will be provided with a mask and the attendee will complete the first day's activities while wearing a mask. The attendee may choose to leave the event at this time if they do not want to complete Day 1 while wearing a mask. The attendee will be asked to test again on the second morning and to provide the results to the assistant. If the test on the second day is negative, the attendee may continue the retreat without a mask. If the test on the second day is positive, the assistant will contact CTI. CTI will work with the attendee to depart from the facility.

If an attendee tests positive at any point during the event, please see the "Symptomatic Constituent Management" section of this Guide.

Attendees who will be contained within a venue for the duration of an in-person event that is 5 days or less will not be required to complete additional testing for the transmittable disease identified in the PHE unless they become symptomatic during the event.

Attendees who will be contained within a venue for the duration of an in-person event that is 6 days or longer will be required to complete additional testing for the transmittable disease identified in the PHE on Day 5 of the event.

Attendees who are not contained within a venue for the duration of the in-person event will be required to complete testing for the transmittable disease identified in the PHE each day they first return to the venue.

Attendees may choose to design an alliance in which all participants agree to daily testing for the transmittable disease identified in the PHE if this will help provide a more secure relationship environment for the event.

Symptomatic Constituent Management for Illness Identified as a Public Health Emergency (PHE)

Identifying and isolating attendees with possible symptoms of an illness determined to be a Public Health Emergency (PHE) as quickly as possible is crucial to minimizing the spread of the virus.

Attendees should immediately report if they have symptoms of the PHE illness to the leader(s). Attendees who have signs or symptoms of illness will be immediately isolated and tested in their residential space, regardless of vaccination status.

Due to the potential for asymptomatic and pre-symptomatic transmission in residential and/or indoor settings of highly transmissible illnesses, close contacts of the attendee will be quickly identified and asked to complete the testing protocol. "Close contact", as defined by the United States Centers for Disease Control and Prevention (CDC), is "Someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a total of 15 minutes or more over a 24-hour period (for example, three separate 5-minute exposures for a total of 15 minutes)."

Attendees who are symptomatic or were in close contact with an attendee who is reporting symptoms will complete testing for the transmittable disease identified in the PHE. If the attendee tests negative and are asymptomatic, they will be tested each day for up to 5 days if they remain asymptomatic and will wear a well-fitted mask when indoors. If the attendee tests negative and is symptomatic, they will be quarantined for 24 hours and retested. If the attendee is still symptomatic and testing negative, their quarantine will be extended until they are no longer symptomatic OR for five (5) days, whichever is shorter.

If an attendee tests positive for the transmittable disease identified in the PHE at any time during the 5 days after the reported issue, they must quarantine, whether symptomatic or asymptomatic. Depending on the venue, quarantine may occur on-site or off-site of the event venue.

Quarantine for Illness Identified as a Public Health Emergency (PHE)

Any attendee who tests positive for an illness identified as a Public Health Emergency (PHE) during the in-person event must be quarantined from other attendees for a period of at least 5 days. Attendees who are symptomatic but testing negative will be quarantined and tested after 24 hours, with the quarantine extended if they are symptomatic.

Quarantine for an illness identified as a Public Health Emergency (PHE) is to occur in a single-occupancy room with a bathroom that is accessible in the room/cabin and the main door to the residential space closed. Arrangements will be made by CTI to ensure that the attendee in quarantine has access to meals without requiring face-to-face contact.

Quarantine for an illness identified as a Public Health Emergency (PHE) may occur on site at the venue if facilities allow or at a local hotel. Attendees will be responsible for covering the cost of their quarantine.

CTI staff will remain in daily contact with the attendee to monitor symptoms and progress during the quarantine period, as well as to ensure the attendee's daily testing, if a testing protocol is available. The attendee should always have their personal phone available during quarantine.

For the purpose of quarantining, the first day in quarantine will be counted as Day 1. The period of quarantine will be based on the current recommendations of public health officials.

If the quarantine overlaps the end of the event, CTI will provide information to the attendee on either staying at the facility or transitioning to a nearby hotel, depending on availability of accommodations.

Contact Tracing for Illness Identified as a Public Health Emergency (PHE)

Attendees will be encouraged to test upon arrival back home for an illness identified as a Public Health Emergency (PHE). If they test positive within ten (10) days of the last day of the event, they should send an email to CTI to begin the Contact Tracing process for the event attendees.

CTI will contact all other attendees to recommend testing, if possible.

Infection Prevention and Control for Illness Identified as a Public Health Emergency (PHE)

If an attendee tests positive during the event and a determination is made by CTI and the venue to isolate or close off the environment in order to provide infection prevention and control, all attendees (including leaders and assistants) will be required to stay onsite at the venue OR at the same hotel.