



HASS AVOCADO BOARD HEALTH & SAFETY GUIDELINES FOR MEETINGS AND EVENTS

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Scope of these guidelines and protocols

These guidelines and protocols are applicable to individuals whose attendance to a Hass Avocado Board (HAB) meeting or event is in person (attendees). For the purposes of this policy, attendees means HAB employees, vendors, contractors, board, or committee members as well as representatives of the United States Department of Agriculture (USDA) and members of the public.

Any individual that attends a HAB meeting in person shall receive a copy of these guidelines and sign the acknowledgment form prior to attending the meeting.

These guidelines and protocols will be reviewed and updated periodically.

In-Person, Virtual, or Hybrid Meeting Settings

HAB will determine the format of HAB meetings based on the number of employees and board or committee members interested in attending in-person. Generally, for in-person meetings, at least half of the voting members of the board or committee must commit to in-person attendance 30 days prior to the meeting date. If the in-person attendance falls below that threshold, the board meeting will be held virtually. HAB will continue to evaluate this status as the circumstances surrounding COVID-19 continue to develop and evolve. HAB may make changes to these guidelines based on circumstances surrounding COVID-19, such as case per day, high transmission area, state and local guidelines, etc.

In-person meeting attendance is encouraged but optional for those not comfortable attending. If attendees are not comfortable attending an in-person meeting, a hybrid meeting option will be available.

Out of an abundance of caution for our employees, board or committee members, contractors, and USDA representatives, members of the public are strongly encouraged to attend HAB meetings virtually. Alternates will be invited to be present in person as needed.

HAB meeting information is available on HAB's website: <https://hassavocadoboard.com/inside-hab/leadership-meetings-elections/#meetings-and-events> or by contacting the Hass Avocado Board office at 949-341-3250.

Meeting Sign-in and Screening Questionnaire

As a reminder, all members must sign into the meeting, as required by the board. In addition to our standard sign-in sheet, all members will be asked to complete a COVID-19 health screening questionnaire. Generally, if a member has been exposed to, potentially exposed to, or has recently tested positive for COVID-19, they will not be granted access to the meeting. The health screening questionnaire will be made available in advance of the meeting. HAB encourages members to review the questionnaire well in advance of the meeting. All members must complete the questionnaire prior to being admitted to the meeting, no more than 24 hours in advance of the meeting.

Venue Accommodations

With safety top of mind, HAB will strive to retain a venue with outdoor access for food and drink activities, as well as a large room with good ventilation for meetings to make attendees more comfortable. When outdoor venues are not possible due to availability or weather, HAB's focus will be on an ample indoor meeting space where people can comfortably sit socially distanced no less than 6 feet apart.

Social Engagements

Attendance at social engagements after the meeting, during breaks, etc., is at the discretion of the attendees. Social events will not be hosted by HAB, until further notice. However, HAB will reimburse staff, board, and committee members for their meals according to the HAB Travel Policy. There is no requirement to attend any social engagement. If and when HAB hosts social events, every effort to schedule the event in an outdoor/well-ventilated space will be made. Attending these social events is not mandatory. Attendees who attend these social events do so at their own risk.

Pre-Travel and Post-Travel Testing & Quarantine Requirements

All attendees must adhere to COVID-19 guidance and quarantine protocols by CDC or state-specific destination.

Resources

- [CDC International Travel Requirements and Recommendations - https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel/index.html](https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel/index.html)
- [California Department of Health Travel Advisory - https://www.cdph.ca.gov/programs/CID/DCDC/pages/COVID-19/Travel-Advisory.aspx](https://www.cdph.ca.gov/programs/CID/DCDC/pages/COVID-19/Travel-Advisory.aspx)

COVID-19 Testing

For everyone's safety, we are asking that attendees take a COVID-19 test within 24 hours of the meeting with rapid or at-home tests or within 48 hours of the meeting for PCR tests. Attendees may attend the meeting or event in person if they have received a negative test result.

HAB will provide a free COVID-19 test kit for attendees. Due to the high demand for COVID-19 test kits, HAB may not have enough test kits for each attendee. HAB will communicate in advance the availability of COVID-19 testing kits.

Acceptable COVID-19 Tests

- Any test authorized by the FDA, including at-home test kits, can be used for testing.

COVID-19 Authorized at Home Test

- [FDA Authorized at Home Test Kits - https://www.fda.gov/medical-devices/coronavirus-disease-2019-covid-19-emergency-use-authorizations-medical-devices/in-vitro-diagnostics-euas-antigen-diagnostic-tests-sars-cov-2](https://www.fda.gov/medical-devices/coronavirus-disease-2019-covid-19-emergency-use-authorizations-medical-devices/in-vitro-diagnostics-euas-antigen-diagnostic-tests-sars-cov-2)

Masking

HAB will adhere to all local, state and federal requirements, mandates and recommendations on mask wearing in indoor and outdoor venues.

HAB will provide masks to attendees. Anyone may pick up a disposable mask from the HAB staff attending the meeting or hotel/venue guest services desk.

Information about masks, including recommended mask types, how to properly wear them, and clean them, may be found on the [CDC Website \(https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html\)](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html) or the [California Dept. of Health \(https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Get-the-Most-out-of-Masking.aspx\)](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Get-the-Most-out-of-Masking.aspx).

Sanitation

All meeting attendees are expected to wash their hands with soap and water, or use provided hand sanitizer upon entering the facility, regularly throughout their time in the facility, and especially after being in a common area such as a restroom, restaurant/bar, gym, lobby, conference room, etc.

Disinfectant spray and paper towels will be provided and available to the attendee if they wish to wipe down the surface area of any table and sitting areas thoroughly.

The hotel will sanitize the conference during each break and each evening after the meeting has ended.

Attendee Health Assessment

Attendees are expected to conduct a health self-assessment daily prior to travel and during travel for any HAB sponsored event. Any attendee with a temperature above 100.4 should not travel or report to an in-person meeting or event.

Please do not attend in-person meetings or events if you have any of the following symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

In person Meeting Attendee Acknowledgment Form

I, _____, acknowledge that I have carefully reviewed the guidelines and procedures to follow when I am attending a Hass Avocado Board (HAB) in-person event. I agree to adhere to HAB's guidelines and procedures. I understand that my failure to adhere to HAB's guidelines may result in being removed from the event.

I understand that despite the health and safety measures implemented by HAB, it is not possible for HAB to completely eliminate the risk of COVID-19 exposure and transmission. I agree that I will contact Silvia Standke, Sr. Manager of Operations, if I have any questions or concerns regarding these guidelines.

I understand that HAB may change these guidelines and procedures as the circumstances surrounding COVID-19 continue to develop, including developments in applicable law and guidance from public health officials. I agree to adhere to any additional or revised protocols or procedures implemented by HAB going forward.

I understand that if I have any questions regarding HAB's guidelines or procedures, I must contact Silvia Standke, Sr. Manager of Operations. I also agree to contact Silvia Standke, Sr. Manager of Operations, or the HAB Chairperson or USDA representative if I observe conditions with the environment that cause me concern regarding the potential for COVID-19 exposure.

Attendee Signature: _____

Attendee Name: _____

Date: _____