

# In-person Event Protocols



The health and safety of our learners, faculty, and staff are our top priority. We continue to monitor US Centers for Disease Control and Prevention (CDC) and Virginia Department of Health (VDH) guidelines for mass gatherings and will make adjustments accordingly.

We have made the following changes to how we conduct in-person events.

- **Limited slots available for in-person registrations.** This will allow us to comply with local/state guidelines and ensure proper physical distancing can be maintained.
- **Assigned check-in times based on participant last names.** We ask in-person attendees to be mindful of their assigned time that will be communicated in our reminders emails leading up to the event.
- **Contactless check-in.** Name badges have been eliminated and attendees will utilize a text attendance feature in our system to verify their attendance. Please review these [instructions](#) and set your account up in advance.
- **No onsite registrations will be accepted.** Please register early to secure your spot.
- **Masks to be worn during events.** We ask that you bring a mask with you to the event. We have a limited supply available to those who need one.
- **Individually portioned meals instead of buffets, if applicable.** If an event includes meal times, agendas will be adjusted to allow for meal pick-up in small groups.
- **Limited exhibitor tables.** For events with exhibit halls, tables will be limited and spaced according to physical distancing guidelines.
- **Wellness checks.** Our staff will ask attendees about their wellness to attend an event upon check-in. We ask that in-person attendees, faculty, and staff notify us at [ceinfo@vcuhealth.org](mailto:ceinfo@vcuhealth.org) if they test positive for COVID-19 within a few days of an attended event. We will notify participants of a potential exposure should this happen.

We ask that any participants, faculty, or staff members who are not feeling well or exhibiting any symptoms of the coronavirus refrain from attending in-person events. We have relaxed our refund policy and will issue refunds up until five days after an event to the original payment method. Refund requests need to be submitted in writing to [ceinfo@vcuhealth.org](mailto:ceinfo@vcuhealth.org).

The severity of COVID-19 infection correlates with a person's age and underlying health conditions. Participants in any event should be thoughtful about their individual risks and consider avoiding public gathering if they are of higher risk.

VCU Health Continuing Education reserves the right to refuse entry to anyone who does not meet our screening criteria or who refuse to comply with documented policies, such as mask wearing and physical distancing.