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COVID-19 Safety Guidelines for In-Person Conversations

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Central Carolina Community Foundation is committed to the health, safety, and well-being of everyone in the communities we serve. The following guidelines serve as a resource for *On the Table* hosts on how to facilitate meaningful conversations while keeping everyone safe. Please note that Central Carolina Community Foundation may make changes to these guidelines at any time with response to the ongoing Covid-19 pandemic, as deemed fit by the staff members and Board of Trustees.

Individuals wishing to participate in an *On the Table* conversation but feel unwell or who may be an increased risk can find virtual conversions here [OnTheTableCola.org/attend] or contact OnTheTable@yourfoundation.org.

We strongly recommend for groups to meet virtually to allow for utmost safety of our community. However, we understand that many community members have great ideas on how to strengthen our communities but may not have ready or reliable access to technology.

The following *On the Table* safety guidelines were created based on recommendations from Centers for Disease Control and Prevention (CDC) and South Carolina Department of Health and Environmental Control (DHEC).

If you plan to hold an in-person conversation:

- We recommend hosts limit their invitations to 4- 10 guests.
- For the past two years, *On the Table*, has centered around mealtime conversations. This year, we recommend hosts limit food to individually packaged foods or encourage guests to eat before or after the conversation if possible.
- We recommend conducting your conversations outside or in a space that allows for adequate social distancing with individuals 6 feet apart at all times. Consider the size of your space, including available restrooms, when planning your number of attendees..
- If a host is feeling sick or experiencing symptoms of Covid-19, the host should contact a healthcare provider and find a substitute host for the conversation. If a substitute host cannot be found, the host should cancel or reschedule the conversation.
- Hosts should plan a virtual attendance option for attendees who have come into contact with Covid-19 or are in a high-risk category.
- Hosts should ask attendees to stay at home if they are feeling sick or experiencing symptoms of Covid-19. Anyone who has come into contact with a person infected with Covid-19 should self-isolate for the recommended period of time and should not attend an in-person conversation until the self-isolation period has passed.
- All attendees should properly wear face masks, covering nose and mouth, to protect others from potential transmission of Covid-19.

- Hosts should ensure all attendees have access to a mask. If you need assistance, please contact Central Carolina Community Foundation
 - If an individual cannot wear a mask due to allergies or other physical condition, they must instead utilize an alternative cloth face covering of their own provision which covers the nose and mouth (scarf, bandana, etc.).
 - If a participant is unwilling to wear a mask or alternative cloth face covering, while attending the conversation, they should be asked to leave and/or use a call-in/virtual option if made available by the group leader.
- Attendees are encouraged to bring their own folding chairs if possible. If this is not possible, hosts should plan to sanitize available chairs/tables.
- In the event of inclement weather, hosts should plan to reschedule their conversation or move the conversation to a virtual platform.

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