

# RISK MITIGATION 2022

April 12, 2022



# EXECUTIVE SUMMARY

With the fluid COVID-19 situation and the many changes needed for personal safety and well-being, SAE International is establishing a comprehensive risk mitigation protocol for all in-person Section and Chapter events.

*SAE International is a responsible partner, committed to prioritizing the health and safety of our members, customers, partners, participants, and staff. Currently, we require all conference participants to provide proof COVID-19 vaccination or a negative test result within 72 hours of an event. As travel and gathering guidance evolves, we will continue to follow protocols established by international health authorities as well as all local, state, and federal government mandates and recommendations. Please continue to monitor all official news channels for updates on each event site.*

The safety of our students, affiliates, sponsors, spectators, volunteers, and staff is our biggest priority. This proposal outlines how SAE International will ensure safety and well-being are at the forefront of our delivery of in-person **Section and Chapter** events in 2022.

The proposal will cover the following topics:

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# 1. COMMUNICATION EXPECTATIONS

Section/Chapter Officers will communicate all safety and event logistics to participants, volunteers, and sponsors as early as possible. Each event will have its own communication timeline, and this will be made clear to participants and attendees.

Participants/ attendees are expected to communicate concerns regarding the COVID-19 policies in a timely manner, to organizers. Each communication plan must include an email address where participants/attendees can contact a Section/Chapter Officers for questions.

**Section/Chapter officer Member Connection Site**– all pertinent information will be posted regarding any ongoing changes that might affect you. Be sure to stay up to date. [SAE Section Officers - Member Connection](#)

## **2. ATTENDANCE & PARTICIPATION**

In the interest of mitigating risk, individuals participating in onsite events hosted by and Sections or Chapters will be limited in accordance with local, state, and federal guidelines.

Participants/attendees will be expected to sign a liability waiver prior the event indicating they are aware of the inherent risk associated with in-person events and verifying they have not tested positive or shown symptoms for COVID-19 in the 14 days prior to the event. All participants who wish to enter the event facility will self-certify they have received a negative test for COVID-19 or are fully vaccinated at registration.

Event participants/attendees are encouraged to practice social distancing, and act in good faith toward reducing any risk of exposure to COVID-19.

In addition, all Event participants, volunteers, spectators, and other attendees traveling to attending any SAE International Event shall be required to follow the applicable state travel mandates and any additional guidance or requirements set forth by their governing institution (university, corporate employer or otherwise).

### **3. EVENT CAPACITIES & GATHERING EXPECTATIONS**

SAE International Sections and Chapters will abide by all local, state, and federal guidelines, including those set forth by the CDC, for event capacities. Events will be conducted outdoors wherever possible, and social distancing expectations will be enforced.

Any event held indoors due to necessity will be fully optional, and might require participants to utilize PPE, if required by local, state, and federal guidelines.

## **4. ONSITE EXPECTATIONS & PRECAUTIONS**

All event attendees, participants, volunteers, and spectators must be courteous and to prioritize safety while onsite for events. This includes following all safety protocols as outlined in this document, any posted signage from the event venue, and following the guidelines set forth by the CDC.

Attendees are expected to utilize Personal Protective Equipment (PPE) when required by local, state, and federal guidelines.

## **5. CONTACT INFORMATION**

All event attendees must complete a liability waiver before entering the event. This survey will include contact information for each participant and will cover common symptoms of COVID-19.

If a participant tests positive for COVID-19, Section/Chapter Officers must notify all event participants and the main contact at the venue of a potential exposure.

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## **6. PARTICIPANTS WHO EXHIBIT SYMPTOMS**

Event participants who exhibit symptoms of COVID-19 or are concerned they have been exposed to COVID-19 are encouraged to receive a COVID-19 test as soon as possible.

Participants who are feeling ill will not be permitted to attend the event should be encouraged to seek medical treatment. If a participant tests positive for COVID-19, SAE Section/Chapter Officers must utilize contact tracing to notify any affected parties who may have been exposed.



## **7. NONCOMPLIANCE**

Sections/Chapters found to be violating our safety expectations could have their dues check held until they are in compliance. SAE International will notify any Sections/Chapters due to noncompliance and require a meeting with their board.

Participants found to be noncompliant with the policies outlined in this document and/or event venue safety policies will be immediately removed from the venue and will not be permitted to return.