

MEMORANDUM

TO: WPO Chapter Chairs and Members

FROM: Camille Burns

DATE: June 23, 2020

RE: Resumption of In-Person Meetings in Light of COVID-19 – Policy and Waiver

We hope that you and your families are doing well and continuing to stay healthy and safe. As you know, commencing in April of this year, due to the COVID-19 pandemic, the WPO adopted a policy of virtual-only chapter meetings. That policy continues to be the preferred and recommended practice of the WPO for all meetings during the pandemic. While we know that COVID-19 continues to present challenges for all of us, several chapters have expressed a desire to resume in-person meetings. To this end, the WPO has adopted the following policies for the resumption of in-person chapter meetings for those chapters that elect to do so. **Members and Chapter Chairs are required to review this memorandum and sign the attached Acknowledgment, Assumption of Risk and Waiver prior to attending in-person meetings.**

I. Existing and Preferred Policy

We are pleased that so many of our members have found the virtual chapter meetings to be productive and responsive to their needs during the past few months.

As you know, in recent weeks many localities, states and nations have been moving toward re-opening in various degrees. Because WPO is a global organization, it would be impossible for WPO to know the vast array of evolving national, state and local requirements and guidelines, or to monitor compliance by its members or Chapter Chairs with those requirements or guidelines. Additionally, the WPO does not control the offices, buildings or other locations where chapter meetings are held and has no control over the cleaning or sanitizing protocols of those facilities.

Due to the ongoing pandemic, and based on the factors above, for the health and safety of our members, Chapter Chairs and communities, there are compelling reasons to continue holding virtual-only chapter meetings, and virtual meetings will continue to be the WPO's preferred and recommended practice for chapter meetings during the pandemic.

II. Policy for Resumption of In-Person Meetings

For those chapters that do elect to resume in-person meetings, the WPO is adopting the following policy. This policy will continue to apply until further notice by the WPO:

1. To maintain a healthy and safe meeting environment, each Chapter Chair and member will individually be responsible for complying with all applicable requirements and

guidelines for their locality with respect to their participation in the meeting, including those relating to hand sanitation, social distancing and use of face coverings;

2. The decision to attend an in-person meeting is an individual one. Arrangements must be made in advance of the meeting for any Chapter Chair or member who is unable or does not wish to participate in in-person chapter meetings, to participate by video or teleconference.

3. Each Chapter Chair and member will be responsible for conducting her own health self-assessment for coronavirus prior to attending each in -person meeting. A self-assessment tool for these purposes can be located below. This self-assessment has been developed based on current guidance from the United States Centers for Disease Control and Prevention (“CDC”).

It is important that members and Chapter Chairs stay home and they may not attend meetings when they: (a) have been diagnosed with COVID-19, or (b) are exhibiting symptoms of COVID-19, or (c) have recovered from COVID-19 but less than 10 days have elapsed after the onset of COVID-19 or less than 3 days (72 hours) have elapsed after recovery, or (d) have been in close contact within the prior 14 days with a person who has been diagnosed with COVID-19, or (e) have travelled internationally within the prior 14 days.

CDC updates its guidance as the state of medical knowledge about COVID-19 evolves. It is the responsibility of each member and Chapter Chair to keep current as to public health guidance and directives in their own country and locality.

4. Because the WPO does not control the meeting locations for chapter meetings, it cannot provide cleaning and sanitizing products, such as hand-sanitizer and antibacterial wipes. Chapter Chairs and members are encouraged to bring their own cleaning and sanitizing products to in-person meetings. Likewise, Chapter Chairs and members are responsible for obtaining their own personal protective equipment, including masks or other face coverings.

5. As a condition to attending any in-person meeting, each Chapter Chair and member must sign the attached Acknowledgement, Assumption of Risk and Waiver (“Acknowledgment and Waiver”). Any Chapter Chair or member who does not sign the Acknowledgment and Waiver and receive confirmation of receipt by the WPO as described below will not be permitted to attend an in-person meeting.

6. Each Chapter Chair and member is individually responsible for reviewing, signing, dating and submitting electronically the attached Acknowledgment and Waiver at least three business days before attending any in-person meeting. The Waiver can be found on pages 4 and 5 of this document. Once an Acknowledgment and Waiver has been submitted and confirmation has been received, the Acknowledgment and Waiver will apply to all in-person meetings of the WPO while this policy remains in effect. Kindly retain a copy of the confirmation for your records.

7. The effective date of this policy is June 23, 2020. The policy may be modified, supplemented or withdrawn by the WPO at any time upon written notice to the Chapter Chairs and members.

III. Questions Regarding This Policy

The WPO is committed to the safety and health of its members and Chapter Chairs. We appreciate your cooperation in following this important new policy for resumption of in-person meetings. If you have any questions or concerns regarding this memorandum or policy or any other issues related to in-person meetings, please contact Tomi Jane DeTorres at tomijane@womenpresidentsorg.com.

Acknowledgement, Assumption of Risk and Waiver

The individual named below (referred to as “I” or “me”) wishes to attend one or more in-person meetings of the Women Presidents’ Organization, Inc. (“WPO”), a New York not-for-profit corporation. In consideration of being permitted to attend such in-person meeting(s) during the current pandemic, I agree to all of the terms and conditions in this Acknowledgment and Waiver.

COVID-19 has been declared a worldwide pandemic by the World Health Organization. COVID-19 is reported to be extremely contagious. The state of medical knowledge is evolving, but the virus is believed to spread from person-to-person contact and/or by contact with contaminated surfaces and objects, and even possibly in the air. People reportedly can be infected and show no symptoms and therefore spread the disease. The exact methods of spread and contraction are unknown, and there is no known treatment, cure, or vaccine for COVID-19. Evidence has shown that COVID-19 can cause serious and potentially life threatening illness and even death. The WPO cannot prevent its members, Chapter Chairs or other persons who attend in-person meetings from becoming exposed to, contracting, or spreading COVID-19. It is not possible to prevent against the presence of the disease. Therefore, I acknowledge that if I choose to attend an in-person meeting I might be exposing myself to, or increasing my risk of, contracting or spreading COVID-19.

ASSUMPTION OF RISK: I have read and understand the above warning concerning COVID-19. I hereby choose to accept the risk of contracting COVID-19 for myself and/or members of my household in order attend in-person meetings. These services are of such value to me that I accept the risk of being exposed to, contracting, and/or spreading COVID-19.

COMPLIANCE WITH POLICY: I have read and understand the memorandum and policy for resumption of in-person meetings to which this Acknowledgment, Assumption of Risk and Waiver is attached. I agree to comply with all of the terms of such policy.

WAIVER OF LAWSUIT/LIABILITY: I hereby forever release and waive my right to bring suit against the WPO and its officers, directors, agents, employees, Chapter Chairs, members or other representatives in connection with exposure, infection, and/or spread of COVID-19 related to attending in-person meetings. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen.

CHOICE OF LAW: I understand and agree that the law of the State of New York will apply to this Acknowledgment, Assumption of Risk and Waiver, without giving effect to any conflict of law provision or rule.

Health Screening Questionnaire

THIS HEALTH SCREENING QUESTIONNAIRE IS BASED ON CURRENT GUIDANCE OF THE UNITED STATES CENTERS FOR DISEASE CONTROL AND PREVENTION AS OF JUNE 15, 2020 AND SUCH GUIDANCE MAY CHANGE AND EVOLVE. THE WOMEN PRESIDENTS' ORGANIZATION, INC. HAS NO RESPONSIBILITY TO UPDATE THIS HEALTH SCREENING QUESTIONNAIRE AND IT IS THE RESPONSIBILITY OF EACH INDIVIDUAL TO KEEP CURRENT AS TO PUBLIC HEALTH GUIDANCE AND DIRECTIVES IN HER OWN COUNTRY AND LOCALITY.

1. Have you had any signs or symptoms of a fever in the past 24 hours (such as a body temperature of 100.4 °F or greater or a temperature that is elevated for you) or had chills, sweats, or otherwise felt feverish?

Yes **No** (Check one)

2. Do you have any of these symptoms?

- 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

Yes **No** (Check one)

If you answered "YES" to either of the above questions, you may not attend the in-person meeting. It is recommended that you self-isolate at home and contact your primary care physician's office for further instructions. According to guidance from the Center for Disease Control and Prevention (CDC), you should isolate at home for a minimum of 10 days from the date any of your symptoms first appeared. Before ending home isolation, you must have had at least 3 days with no fever (without the use of fever reducing medicine) and your other respiratory symptoms must improve.

PLEASE NOTE: Pursuant to CDC guidelines, if you have trouble breathing, persistent pain or pressure in the chest, confusion or inability to arouse, or bluish lips or face, please seek medical attention immediately.

If you answered "NO" to all of the above questions, please answer Question 3.

3. In the last 14 days, have you been in contact with someone with a confirmed diagnosis of COVID-19 or have you traveled internationally?

Yes **No** (Check one)

If you answered “YES,” you may not attend the in-person meeting. According to CDC guidance, you should self-isolate at home for a minimum of 14 days.