



Personal Actions Supporting the Collective Wellbeing

WSAE is committed to providing a healthy, safe, productive, and welcoming environment for all. All participants, including, but not limited to attendees, speakers, volunteers, exhibitors, staff and service providers are expected to abide by the following Code of Conduct and Duty of Care. Responsibility is shared equally among all stakeholders, all of whom have a role to play in the mitigation of risk.

CODE OF CONDUCT

WSAE is dedicated to providing a harassment-free program experience for everyone. Unacceptable behavior will not be tolerated and is defined as:

- Harassment, intimidation, or discrimination in any form related to gender, sexual orientation, race, ethnicity, religion, disability, physical appearance, age, experience, or other characteristic.
- Use of hateful, obscene, defamatory, discriminatory, or violent language.
- Inappropriate use of sexual language, nudity and/or images.
- Unwelcome or uninvited attention or contact with another participant.
- Expressed or implied threat of physical or professional harm.
- Harassing photography or recording.
- Sustained disruption of presentations, sessions, or other events.

WSAE reserves the right to take any action deemed necessary and appropriate in response to any incident of unacceptable behavior, including immediate removal from the Spring Foreward without warning or refund and restrictions on attendance at future WSAE meetings.

If you experience harassment, notice unacceptable behavior, or have any other concerns, please contact a member of the WSAE staff or WSAE Board of Directors immediately. We value your attendance.

DUTY OF CARE – PERSONAL ACCOUNTABILITY

WSAE is preparing the Spring Foreward experience so that all individuals on-site, attendees, speakers, staff and venue personnel remain safe, healthy and comfortable throughout the event. The health and safety of our members is our **top** priority.

We are monitoring the COVID-19 status and are in communication with the team at The Grand Geneva Resort and Spa. Please visit the [Centers for Disease Control and Prevention](#) for recommendations on how to protect yourself against COVID-19. You can also see the current health and safety protocols that the [Grand Geneva Resort and Spa](#) have in place.

Before Leaving Home

- Follow relevant guidance provided by the [World Health Organization](#) (WHO), or your local health authority.
- Evaluate your own health and that of people you are in close contact with; contact the meeting/event organizers if you have concerns.
- Stay home if you are experiencing any of these symptoms: temperature over 100.4F, loss of taste or smell, cough, runny nose, sore throat, muscle aches, headache.

On-site During the Event

- Follow guidance from your local health authority, for everyday preventive actions to help prevent the spread of respiratory viruses including:
 - Washing hands often with soap and water for at least 20 seconds, or an alcohol-based sanitizer with at least 60% alcohol.
 - Avoiding touching eyes, nose, and mouth with unwashed hands.
 - Covering your nose and mouth when coughing or sneezing. Throw used tissues in the trash.
 - Cleaning and disinfecting frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Agree to always wear a mask in all areas of the hotel, including the meeting room. The only exception is during meal functions where masks can be removed to eat and drink. You are encouraged to bring your own masks: however, WSAE will have a supply of mask available on-site.
- Golfers so not need to wear a mask on the course but will be required to wear a mask or face covering when indoors or in an enclosed space and other people are present in the same room.
- Adhere to social distance protocols put in place by WSAE and respect others' personal space.
- Meeting session will be set for appropriate social distancing. Rearranging of seating is prohibited.
- Hand sanitizer stations will be positioned throughout the hotel and our meeting space.
- Appropriate signage will be displayed to reinforce social distancing and other safety reminders.
- WSAE staff and Board members will be enforcing safety protocols at the meeting as outlined here.
- Notify WSAE staff immediately if you feel unwell or are experiencing flu-like symptoms.
- Should you exhibit Covid-19 symptoms or test positive over the meeting dates, you will not be allowed to attend the meeting. Any additional expenses you may incur to quarantine or return home will be your responsibility.

Post-event

If you test positive for COVID-19 up to 14 days after returning home, please contact WSAE staff to advise them of your situation.

For any questions or concerns, feel free to reach out to Chris Caple, Senior Meeting Manager at ccaple@WSAE.org