2022 in-person OEA Summer Leadership Academy COVID-19 Vaccination and COVID-19 Testing Policy

As we prepare for the 2022 in-person OEA Summer Leadership Academy June 15 – June 17, we would like to share the OEA's Vaccination and COVID-19 Testing Policy. This policy addresses our protocol for maintaining a healthy and safe event through vaccination documentation and testing. Important details and action items to complete prior to the 2022 in-person OEA Summer Leadership Academy which begins on Wednesday, June 15, 2022, follow below.

Who does this policy cover?

- The policy applies to ALL members, staff, presenters, and invited guests of the 2022 in-person OEA Summer Leadership Academy.

What vaccination and testing records are required?

- ALL members, staff, presenters, and invited guests must be fully vaccinated including first booster if eligible, OR a negative COVID19 antigen or PCR test taken within 48 hours of the event. We are accepting FDA approved (emergency authorization) at-home antigen self-tests.

When should I upload my vaccination and testing records?

- Members, staff, presenters, and invited guests who are fully vaccinated including first booster if eligible, must upload their vaccination records by Tuesday, June 14, 2022. However, there is no need to wait to do this.
- A COVID-19 antigen or PCR test must be taken, OR the negative test results uploaded between *Monday, June 13 at noon and Tuesday, June 14 at 6:30 pm.* Also, prior to entering the in-person 2022 OEA Summer Leadership Academy, please complete the short survey in ReturnSafe.

How are vaccination and testing records shared?

- The OEA has contracted with a third-party vendor, ReturnSafe, to maintain all vaccination and testing records.
- The ReturnSafe app is a user-friendly, simple app that makes it easy to upload vaccination and testing results and complete the required health screenings.
- ReturnSafe adheres to the NIST and the Cloud Security Alliance frameworks and is HIPAA compliant. In addition, the platform runs on Amazon Web Services and that comes with their cloud security measures for a secure foundation.

How do I upload my vaccination and testing records through ReturnSafe?

- Find the ReturnSafe app at:
  a. Android users: Install the app from the Google Play Store. Proceed to step 2 below.
  b. iPhone users: Install the app from the Apple App Store. Proceed to step 2 below.
  c. Web (Mobile or Desktop/Laptop): https://desktop.returnsafe.com

- To install and use Return Safe app:
    1. Open the app, click Find My ReturnSafe Space, and enter the code: **OHEA**
    2. Click the button that says OEA Events, enter your name, email address, and cell number.
    3. A code will be sent as a text message to your cell phone.
    4. Enter this code into the app, and upload your vaccination records by Tuesday, June 14 OR
    5. Prior to entering the OEA SLA event, revisit the app and complete the short health screening survey. You will receive guidance at the end of your survey based on your answers. Please note, your responses are confidential and accessible only to designated administrators.
    6.. Between Monday, June 13 and Tuesday, June 14 at 6:30 pm a COVID-19 antigen or PCR test must be taken, and the negative test results uploaded into the app.
    7. Once you have successfully finished the survey, you should receive a green "cleared for entry" pass to be shown at the conference registration desk.

Who should I contact for help?

If you have questions about the survey or experience an error logging in, please contact OEA Helpdesk at helpdesk@ohea.org, not ReturnSafe support.
- If you have any technical issues while installing or using ReturnSafe, please visit https://support.returnsafe.com for helpful support content.
- For reference, please see the CDC's guidelines on vaccine status: Stay Up to Date with Your Vaccines | CDC (Centers for Disease Control)

What will happen if I do NOT upload proof of vaccination and a negative test result or otherwise do not follow the OEA's Vaccination and COVID-19 Testing Policy?

- If a member arrives at the in-person 2022 OEA Summer Leadership Academy on Wednesday, June 15, 2022, without any proof of a valid vaccination or a negative test record, they will be required to take an on-site test to gain entry. A *limited number* of tests for this purpose will be available at the event. As these supplies could be diminished, it is desirable to conduct a test at home within the specified period and/or before traveling to the event.

Will I need to wear a mask?

- As of now, *masks are required*. However, based on Ohio's COVID case levels and CDC reports, the mask mandate may be lifted, and masks may become optional. ALL attendees will be required to wear masks when not actively eating or drinking.

PLEASE NOTE: An inherent risk of exposure to COVID-19 and other infectious illnesses exists in any public place where people are present. COVID-19 is a contagious disease that can be transmitted asymptomatically and can lead to severe illness and death. By attending this event, you assume all known and unknown risks related to exposure to COVID-19. We are being mindful of the ever-changing landscape we face, and if you are planning to join us at the in-person 2022 OEA Summer Leadership Academy, please know that nothing is more important than the health and safety of our members, staff,
presenters, and invited guests. Attendance and protocols are based on the health and gathering recommendations prescribed by the Centers for Disease Control.