**CCIM Sponsored Event Delivery Guidelines**

CCIM Institute is not requiring or requesting sponsors hold live events. Each sponsor should make a determination based upon the guidelines of the [Centers for Disease Control](https://www.cdc.gov/coronavirus/2019-ncov/community/index.html) (CDC) and your state and local governments and adhere to those protocols. The following are suggested guidelines and the institute, along with other reputable organizations, strongly recommends adherence to them to slow the spread of COVID-19. These guidelines are based on a synthesis of various sources and do not guarantee the prevention of the contraction or spread of COVID-19 or other communicable diseases.

**CCIM Institute communication to students regarding health safety**

* **Waiver**. Students, instructors, sponsors, and Chapter volunteers are required to sign a waiver stating they are attending a CCIM Institute sponsored event at their own risk, and that neither the venue, organizer, nor any attendees are responsible if they get sick with COVID-19 or any other communicable disease around the time of the event.
* Check temperature prior to coming to class, do not come to class if you have a fever.
* Do not come to class if exhibiting any symptoms of COVID-19.
* Practice CDC recommended preventative measures at all times (i.e., proper hand washing, wearing a facemask in public, and avoiding potential cross contamination).
	+ Students, course sponsors, and Chapter volunteers are required to wear facemasks.
	+ While teaching, instructors must wear a facemask or maintain six feet of distance from attendees.
* **Coughing or signs of symptoms**. Should you start coughing uncontrollably or exhibit other symptoms, regardless of results of previous testing, you will be asked to leave the course and issued a full credit for a future course.
* **Protection of attendee policy***.* Current healthcare laws such as HIPAA have specific provisions in the wake of a serious and imminent health threat to others that permit these event protocols. However, it is important for attendees to note that any information obtained as part of our events will be destroyed as soon as is feasible and will not be kept in any permanent records, either for our use or anyone else's.
* **Flexible refund policies for participants.** Attendees will be issued full credit for a future course when they need to stay home because they are sick, need to care for sick household members, or are at high risk for complications from COVID-19.

**Course sponsor communication with event facility**

* **Separate registration and event areas.** Sponsor/event facility must establish a separate nearby area at the event site for registration, outside of the main event space. Registration must be nearby but distinctly separate, some distance away with enough space to allow for social distancing while attendees are checking in.
* **Provide COVID-19 prevention supplies to instructors and participants.** Ensure that your events have supplies for instructors and attendees, such as hand sanitizer that contains at least 70% alcohol, tissues, trash baskets, disposable facemasks, and cleaners and disinfectants.
* **Event facility.** Clean frequently touched surfaces and objects with detergent and water prior to disinfection, especially surfaces that are visibly dirty.
* **Public areas**. All public areas will be configured to include wider aisles and orderly queues, where needed. If needed, mark the walkways as “one way.”
* **No swag**. Exhibitors and sponsors will not be permitted to give out promotional items other than printed material.

**Day of Provisions in the Event Space**

* Disposable face masks
* Disposable gloves
* Hand sanitizer
* Disinfectant wipes

**Food Service**

* If providing meals, sponsor facilitates delivery of pre-packaged food for breakfast, breaks, and lunch
	+ All food must be served as individual pre-packaged portions.
* Beverages will be served in bottles or cans; no self-serve beverages from dispensers and carafes.
* Networking happy hours are not supported by CCIM Institute.

**Physical Distancing**

* Sponsors should determine appropriate event attendance based on CDC, state, and local recommendations
* Instructors must wear a mask or distance 6’ to nearest student during course delivery
* Suggested event set up: table configurations to maintain 6’ distance; one student per table
	+ Parallel rectangular table set up – four tables spaced apart 6’ to accommodate a group of 4 students
	+ T rectangular table set up can accommodate 3 to a group
	+ U-shape set up can accommodate 3-5 to a group
	+ Round table set up can accommodate 2 to a table group