

**Crisis Systems Management, LLC**  
**Training Environment - COVID-19**  
**Protocol 2021**

It is the intent of CSM to conduct a professional and safe training event for presenters, facilitators and students. The following protocol is consistent with the CDCs guidelines for community schools and education mitigation strategies. This protocol is within the risk continuum category of 'Some Risk', meaning, not all risk is eliminated, however we are reducing risk through limiting attendance, configuring space and activities, reducing physical contact, establishing guidelines and enforcing protocol.

**Check in, breaks and networking**

**Temperature checks**

Mandatory temperature checks will be required by each attendee upon check-in each day. Anyone with a temperature over 100.4 will not be admitted into the building, no exceptions. A full or partial attendance credit may be applied to future training. To avoid any inconvenience, we highly recommend attendees check their temperature prior to travel.

**Hand Sanitizing**

Mandatory hand sanitizing will be required upon check-in each day. Hand sanitizing stations will be available for use at multiple locations throughout the venue. Disposable gloves will be available upon request.

**Masks**

All attendees will be required to wear a mask while traveling throughout the building, including restrooms. Disposable masks are available upon request.

Students will not be required to wear a mask outside while social distancing, or once they are seated in seats which will be physically distanced.

**Social Distancing**

While we encourage networking with other agencies, attendees should socially-distance when possible and avoid congregating in large groups. While on breaks in the lobby area, attendees will be required to wear masks.

**Seminar**

The lecture portions will be held in a large classroom setting.

### **Masks**

Masks will not be required once seated and physically distanced from other students in the classroom.

### **Social Distancing**

Seating will be physically distanced IAW CDC guidelines.

There will not be assigned seating, however, once a student picks a seat, they will be required to use the same seat for the remainder of the course.

Presenters will not be required to wear masks in order to be heard by students but will instead be mindful of distancing with students.

### **Sanitizing**

Desks and chairs will be sanitized daily.

### **Scenario Days**

Once the scenario starts, attendees will be required to stay within their own negotiation cell, except for trips to the restroom, breaks, or consultation with facilitation staff. The methods for intelligence distribution will minimize physical contact/proximity between facilitators and students.

### **Masks & Social Distancing**

Each negotiation cell will practice the mask and social distancing policies required by their individual agency. Students will not be required to wear a mask during the scenario. Teams comprised of multiple agencies must take into consideration individual agency guidelines, the size of the negotiation cell and the proximity to one another when making decisions as a team.

Observers/facilitators entering a negotiation cell, must wear a mask and be mindful of social distancing.

### **Lunch**

During the scenarios on Day 3 and 4, Students, Facilitators and Role Players may be provided box lunches in accordance with host agency accommodations.

### **Protocol Enforcement**

As guests of the host agency, it is the intent of CSM to honor and respect COVID-19 guidelines and expectations.

Although we would all like to be considered responsible adults who are not in need of enforcement, we also recognize that not everyone is travelling from areas where COVID-19

restrictions are strictly enforced and not everyone agrees with mask, temperature and social distancing requirements. It is for those reasons we will have folks assigned to monitor and enforce risk-effective measures.

We will be appointing two COVID Marshals to monitor and enforce mask and social distancing requirements. Any student who fails to comply with any part of this protocol will be asked to leave the premises. COVID Marshals will issue a warning/reminder to an attendee who forgets to wear a mask or who fails to observe social distancing guidelines. Repeat offenders or those who refuse to comply will be asked to leave.