



Wisconsin Woodland Owners Association Inc. (WVOA) Transition Guidance for Re-opening to In Person Activities under COVID-19 starting May 1, 2021

The WVOA Board of Directors has agreed to resume in person WVOA activities starting May 1, 2021. This transition guidance applies to those that wish to hold in person WVOA gatherings. This document will be shared with all WVOA leaders - Board members, Chapter Boards, and Committee Chairs - and posted on WVOA's website to serve as guidance as WVOA re-opens.

Above all, WVOA values the health and safety of our members, guests, and staff. This guidance strives to create a respectful and healthy environment for participation in WVOA events. WVOA reaffirms its mission to encourage sustainable forestry and all related resources in Wisconsin by educating private woodland owners to instill a strong commitment to sustainable forestry management and ensure that future generations will be able to enjoy the beauty and utility of the woodlands. A vital part of WVOA's mission includes safe in person field days and educational events/activities.

Meeting planning should be based upon current recommendations and guidance, not upon predictions about what conditions could be like by the time the meeting is to be held. Responsibility for ensuring that this guidance is followed when sponsoring an in person WVOA event falls on the WVOA leader (Board member, Chapter board or Committee chair) organizing the activity such as a chapter board hosting a chapter field day or a committee chair holding a committee meeting, or woodland mentor when meeting with an aspen.

Prior to Hosting an In Person event:

- Contact and follow all guidance provided by county or other local health departments in the geographical area of the event.
- Consult WI Department of Health (<https://www.dhs.wisconsin.gov/covid-19/community.htm> or <https://www.dhs.wisconsin.gov/>) and Centers for Disease Control (<https://cdc.gov>) websites for additional guidance as needed. Information may be found under events for groups, camps, etc.
- Work with event hosts regarding their concerns and to follow all guidance provided by health organizations.
- Invitations to event or meeting agenda should include the following statements:
 - o If you are feeling sick or have COVID-19 symptoms please stay home for everyone's safety.
 - o WVOA strongly encourages wearing masks and social distancing at our events.
- Require event registration.
- When hosting an indoor event, ensure that meeting space is large enough to host group with social distancing (determine this by calculating 25% of room capacity).
- Determine how to limit the handling of food and equipment. Email handouts out ahead of the event so participants can print and bring them. Consider limiting the length of events and movement around property. Have attendees bring their own water bottles, snacks, bag lunches and seating. Do not offer self-serve food/drinks or potlucks.

Day of Event

- Have someone responsible for documenting attendance as members arrive, in case someone becomes ill. Do not hold onsite registration.
- Verbally reiterate WVOA's policy to the whole group as part of the event welcome – "WVOA strongly encourages wearing masks and social distancing at this event. If you become ill with COVID-19 after attending this event, please notify ([WVOA leader organizing event](#))."
- Make attendees aware that you have disposable masks and hand sanitizer available during the event. If using portapotties, consider also providing disinfectant spray.

After the Event

- Keep event attendance records for at least 30 days after the event.
- Evaluate the experience for future ways to improve safety.
- If you are notified after the event that an attendee has become ill with COVID-19, notify other attendees that someone became ill (without disclosing confidential information) and encourage attendees to be aware of COVID-19 symptoms.