



## Learning in Action's Covid-19 Safety Guidelines & Policy for In-person Trainings

*\*This information is subject to change given the changing nature of the situation. Please check this page regularly for updates.*

Learning In Action wants you to have a safe and enjoyable experience while attending our in person training. We will monitor the Covid-19 mandates and encourage all trainees to follow CDC guidelines and local guidance. Please read below for our requirements and guidelines, noting that we intend to be responsive to this evolving situation, so there may be changes to this document as we learn more over the next few months. Our Covid safety protocols are currently guided by the State of Washington Department of Health and the CDC.

### **What to Expect:**

- Learning in Action will monitor local Seattle, venue-based and [State of Washington mandates](#) and inform trainees of any changes that may affect the training.
- **Face Coverings and Masks:** All trainees will be required to wear a mask that covers their nose and mouth when indoors, except when eating or drinking (exceptions to mask wearing will be considered as guided by the State of Washington mask mandate guidelines).
- **Vaccinations:** Learning in Action requires proof of vaccination for participation in our in-person trainings. Exemptions for medical or religious reasons may be considered by Learning in Action, and exemptions will be handled on a case-by-case basis. Questions may be directed to [liat@learninginaction.com](mailto:liat@learninginaction.com). We will ask you to complete our Covid waiver form near the start of training, where you will provide proof of vaccination (typically by uploading a photo). The following will be accepted as proof of vaccination:
  - A photo of a vaccination card OR



- Documentation of vaccination from a healthcare provider electronic health record or state Immunization Information System record.
- **Testing:** All participants will be required to submit/upload proof of a negative PCR Covid test via our online waiver form within 72 hours of the training start date and time. The following will be accepted as record of test results:
  - Printed document (from the test provider or laboratory) OR
  - An email or text message displayed on a phone or electronic device from the test provider or laboratory.
  - The information provided should include name of person tested, type of test performed, and date of negative test result (date of negative PCR test result must be within prior 72 hours).
- **Duty to Self-Monitor:** Participants agree to self-monitor for signs and symptoms of Covid-19 (symptoms typically include fever, cough, and shortness of breath, among [others](#)) prior to, during and after training. Individuals who have experienced any Covid-related symptoms or who believe they have been exposed to a confirmed or suspected case should refrain from attending (see information on refunds/rescheduling below). Individuals should contact LIA at [liat@learninginaction.com](mailto:liat@learninginaction.com) if they experience symptoms of Covid-19 within 14 days after participating in LIA Training.
- **Covid-19 Form:** Prior to training, each trainee must complete Learning In Action's Covid-19 in-person training form no less than 12 hours prior to training and no more than 72 hours in advance. This form will be used to collect proof of vaccination and negative PCR test and liability waiver. All trainees will be emailed a link to the form and instructions and deadlines for completing the form prior to training.

### **Covid- related Refunds & Rescheduling:**

If you discover that you are unable to attend (or continue attending) the program you are enrolled in due to a Covid-related concern at the time of the training (e.g. you or someone in your household tests positive for Covid), you will be moved to



the next available training that works for your schedule at the rate paid for the training originally signed up for.

In the case you cannot attend one of the future trainings (training doesn't work with your schedule), a full refund will be provided if you meet the following considerations.

- Demonstrate proof of a Covid-related challenge: If you (or someone in your immediate household/someone you care for) test positive for COVID-19 prior to the event, we ask that you provide medical documentation and/or test results in order to qualify for a full refund.
- You can state a clear conflict with ability to sign up for a future training,