

COVID-19 Preparedness and Response Plan

Name of Event: ISA Michigan Fall Conference – ArborFest 2020

ISA Michigan is the host of the **Fall Conference – ArborFest 2020** event at Orchard Beach State Park in Manistee, MI. The outdoor event consists of several sessions around trees, use of the Nature Path and will include no more than **250** individuals including staff, volunteers, and participants (*per Executive Order 2020-115*). ISA Michigan is committed to ensuring safe use of the outdoor location by implementing the following processes and response plan to stop the spread of the COVID-19 virus:

- To ensure our event falls under the established thresholds we will **require** pre-registration using on-line registration through our website www.asm-isa.org only.
- Before any person enters the event space, individuals will make a self-evaluation for virus symptoms and will reference the response plan below if any symptoms are detected. Symptoms include:
 - Fever greater than 100° F
 - New cough
 - Difficulty breathing
 - Sore throat
 - Muscle aches or body aches
 - Vomiting or diarrhea
 - New loss of test or smell
- Our onsite check in will include a 6-foot barrier between registrant and event staff.
- Ensure that event has enough supplies for event staff and participants, such as hand sanitizer that contains at least 65% alcohol, tissues, trash baskets, and cleaners and disinfectants.
- Routinely clean and disinfect surfaces and objects that are frequently touched, such as pens, or other equipment in according to CDC recommendations.
- All refuse accumulated will be bagged in a plastic bag and properly disposed.
- Shelter tables and chairs to be cleaned after common meals, meetings, gatherings etc.
- Campground restrooms will be used, and cleaning will be the responsibility of Orchard Beach State Park staff.
- **Activities consist of (see agenda attached):**
 - 1 general session followed by 3 concurrent sessions in the morning, lunch, then concurrent sessions that participants rotate through in the afternoon. Of the sessions only 1 may be hands-on (Fruit Tree Pruning). Any equipment shared with participants will be cleaned with a disinfectant between each use.
 - Participants bring own gloves and non-specialized tools.

- Sharing of tools shall not be allowed unless within the same residence or after proper sanitation.
- **Event participants/staff/volunteers shall:**
 - Stay home if they are sick, except to get medical care.
 - Social distance by striving to remain 6 feet apart.
 - Wear masks/face covering indoors/outdoors when social distancing is difficult, as required by rule or order.
 - Bring own gloves and non-specialized tools.
 - Sharing of tools shall not be allowed unless within the same residence or after proper sanitation.
 - Wash their hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing their nose, coughing, or sneezing. Hand sanitizer is also available.
 - Avoid touching their eyes, nose, and mouth with unwashed hands.
- **Events with Food:**
 - We will meet requirement listed in EO 2020-115, any [FDA guidance on Food Safety and the Coronavirus Disease 2019 \(COVID-19\)](#) and any local health departments requirements.

Covid-19 response plan if suspected or detected:

- If any participant experiences any symptoms or comes in contact with the COVID-19 virus, the Event Staff will be immediately notified. We will recommend such individuals seek counsel from medical professionals.
- We will stay updated with the most recent guidance provided by the [CDC Guidance on Gatherings and Community Events](#) and the [MI Safe Start Plan](#) and apply changes to the event as necessary.

Signature: Brian Barnard

Printed Name: Brian Barnard

Date: July 27, 2020