

## Appendix I

### EC&C and KI SAFE MEETING GUIDELINES and INSURANCE During or Following a Pandemic

As EC&C Kiwanis clubs meet to plan service projects and fundraisers, conduct club business and socialize, be aware of the following guidelines.

During the COVID-19 pandemic, most clubs have been able to continue their activities through virtual meetings. However, as more clubs resume in-person meetings, Kiwanis International has compiled guidelines for clubs and districts to help members continue serving safely with adequate health protocols:

- **Follow all National, Provincial, and Local Laws.** The Kiwanis International Bylaws require clubs and districts to comply with laws of local jurisdictions in all areas of operation. This is especially important as it relates to health and safety laws, such as gathering sizes, social distancing and mask requirements.
- **Coordinate with the meeting venue** regarding social distancing requirements, mask requirements, food service, cleaning of surfaces, etc.
- **Consider encouraging all attendees to obtain a negative COVID-19 test and require the completion of a COVID-19 Screening Questionnaire (found below and on EC&C website under Virtual Resources for Clubs) before the meeting.** This should be strongly considered for any gatherings within the size guidelines prescribed by your local jurisdictions.
- **Require all Kiwanians, Guest and non-Kiwanian volunteers, and Guests to sign a waiver prior to attending their first Face to Face meeting, event or activity** stating that anyone who believes they may have contracted COVID-19 at a Kiwanis meeting or event, waives all related claims against any Kiwanis club, Division, District or Kiwanis International. Any meeting of youth members (younger than 18 years) in the Kiwanis family will require a signature from a parent or legal guardian. **This waiver is valid for 3 months from the date signed after which a new signed waiver will be required to enter any face to face meeting, event or activity. A sample waiver can be found below and, on the EC&C website under Virtual Resources for Clubs.**
- **Conduct temperature tests** on all attendees before they enter the meeting area. Anyone who has a temperature of 100.4 degrees Fahrenheit or above (or 38 degrees Celsius or above) should be excluded from the meeting.
- **Ask all attendees** to certify that they have not experienced any common COVID-19 symptoms within the last 72 hours. See your local jurisdiction for common symptoms
- **Ask attendees to all wear a mask** when attending any Kiwanis meeting or event.

**Starting November 1, 2020, the Kiwanis Insurance policy will no longer cover claims related to someone claiming they became infected with COVID-19 at a Kiwanis meeting or event.**

"The exclusion is becoming a standard clause in new and updated policies," said David Kress, general counsel of Kiwanis International. "This was not a change made by Kiwanis International. It is a universal change by our insurance companies applying to all companies following insurance industry standards."

The updated Kiwanis insurance policy does not cover any losses from events that are cancelled as a result of the coronavirus. For expenses to be reimbursed, a club would have had to buy a "special events" policy on its own. Kress said that many of those policies now exclude financial losses due to the coronavirus, as well.

If you have any questions about the insurance policies that cover Kiwanis clubs, send them to [riskmanagement@kiwanis.org](mailto:riskmanagement@kiwanis.org).