



## COVID-19 Policy

**This policy is for US-based trainings.**

At this time, after two years of pandemic, individuals and their families are making risk- and benefit-based analysis if an online or in-person training is right for them. As SEI continues to adapt and navigate the COVID-19 landscape, the organization has put together a taskforce and has been piloting in-person trainings to determine the best way forward. At this time, SEI has the following COVID-19 precautions in place and the policy will be regularly updated. Along with this policy, SEI will follow any mandates set by the CDC, state, city, and venue. If specific cohorts have additional precautions, they will be listed in the event summary in the COVID-19 policy tab.

### Test-to-Enter Policy

SEI is following the CDC guidelines for K-12 institutions called the test-to-stay policy, which will allow attendees who are exposed to COVID-19 to continue to attend the training so long as they have daily negative tests. Daily testing can help curb transmission greatly. If someone tests negative one day, but positive the next day, it is likely they did not have a heavy viral load and transmission risk was low.

Although SEI has designed policies to help curtail the transmission of COVID-19 with health and safety measures, it can easily be spread in groups. Please think through these variables and consider the policy before you decide if an in-person training is right for you. SEI will continue offering online training options. If your cohort is moving back to in-person but you wish to stay online, transfer fees will be waived.

1. Proof of vaccines are not required to attend in-person trainings unless CDC, state, city, or venue mandates require them.
2. All in-person attendees will complete a rapid antigen test daily before entry. These tests are being provided by SEI. All those with negative tests can enter the training. Any occurrence of a second line on a test, even if faint, will qualify as a positive result. **If a positive result occurs, that attendee will be asked to leave, no exceptions.**
  - a. Positive results will not be shared
3. It is highly recommended that students take a rapid antigen test the day they intend to travel and to opt for a transfer if they test positive.
4. SEI strongly recommends wearing masks and may require masks in cohorts depending on state/local guidelines and needs of the cohort. Specific cohort information can be found on Event Summaries or from the coordinator.
  - a. KN95 and N95 masks are highly recommended; if not available, please wear a surgical and cloth mask, combined.



5. All in-person attendees will be required to sign a COVID-19 release form before entering the training.
6. Trainings will have fixed seating to minimize contact. They will also have little or no switching of dyad or triad partners.
7. **Starting in March, in-person trainings will have a COVID-19 Safety Measure Fee.** This is to help SEI provide sanitizing products, PPE, and tests, as well as increased space in some venues to accommodate distancing when possible. This fee will be added to the registration process.
  - a. **Students that have already registered for an in-person training in March or beyond will have to submit this form: COVID Safety Measure Fee**
  - b. Beginning and Intermediate trainings will have a \$20 COVID-19 Safety Measure fee
  - c. Advanced trainings will have a \$30 COVID-19 Safety Measure fee
  - d. Advanced 2-day trainings will have a \$10 COVID-19 Safety Measure fee

To allow time for more data and the new variant to guide policy, this policy will be reviewed mid-year.

## Test-to-Enter Procedure

1. On the first day, rapid antigen testing will be done at the training location in front of assigned volunteers before being permitted to enter the training space. Volunteers will not be administering the test but will be observing to make sure the tests are self-administered correctly.
2. For following training days, attendees will self-test BEFORE arriving to the training location and will present a photo of the negative test with time stamp. Any testing specifics will be communicated from the coordinator prior to the start of a module.
3. If there is a positive test at the training, the training will continue but the attendee who tested positive will not be allowed to continue in-person.

## Positive Result Procedure

1. If you have a positive result, notify your coordinator immediately.
2. It is recommended to get a PCR test for further clarification, but no attendee with a positive rapid antigen test result will be allowed into the training, no exceptions.
3. Refer to the Student Policy Handbook for the Attendance Policy. If the positive test result causes a student to be non-compliant with the attendance policy, the student can look to the Training Calendar for another module to transfer to. The full transfer policy can be found in the handbook. Transfer fees will be waived.
  - a. If the student prefers, they can transfer to the training videos by submitting a Transfer Request Form in the Student Forms page. Transfer fees will be waived.



4. If the student with a positive result is in compliance with the attendance policy, they are allowed to move on to the next module. Students that are within the policy can order the review video links free of cost to cover any missed material by visiting the [Training Calendar](#) and filtering for “video links.”
5. SEI will not share positive results as this procedure is meant to catch when a viral load will be transmissible.
6. Should the instructor contract COVID-19 and an immediate SE faculty substitute is not available for in-person instruction, they may teach through Zoom if they feel well enough. Instructors will be projected on a large screen, and participants and assistants will remain to learn and practice in-person.

All in-person trainings may be subject to moving online. With the uncertainties brought on by the pandemic, SEI recommends that all attendees purchase travel insurance when making travel arrangements. **Not all travel insurance will accommodate travel cancelation so please review your policy carefully before purchasing.**

If you are uncomfortable with anything included in this policy, we encourage you to take an online training option. Before the training, please check for updates on your event summary by visiting the [Training Calendar](#).

**Please note that this policy is subject to change.** Our goal is to create a safe container for all students, faculty, and staff. SEI is open to suggestions and feedback as we are all learning together. Please utilize your training evaluation to offer feedback!