

<b>SECTION TITLE</b>	<b>Activities and Events</b>
<b>POLICY TITLE</b>	<b>COVID-19 LIABILITY WAIVER POLICY</b>

**POLICY STATEMENT:**

The GWSA recognizes the importance of balancing civil liberties with public health and safety. Because we serve a population of vulnerable seniors, this policy has been developed to facilitate the operation of programs and activities while addressing the health and safety concerns of our members arising from COVID-19.

**PURPOSE:**

To provide an implementation plan for the Board’s decision to require completion of a *COVID-19 Liability Waiver* for in-person GWSA activities and events, along with any related considerations.

**OVERVIEW:**

1. To provide for the safe operation of programs and services, the GWSA will require that a *COVID-19 Liability Waiver* be completed by all members and guests participating in in-person activities and events.
2. The GWSA acknowledges that signing a waiver is a personal decision.
3. The reasons for this policy include: the age group of GWSA participants and this group’s inherent vulnerability to COVID-19; the limitations in coverage of the Board’s liability insurance; and, the Board’s due diligence regarding the known or unknown outcomes to members and the organization from exposure to COVID-19.
4. It is reasonably necessary to protect everyone involved by requiring all participants of any in-person GWSA activities and events to sign a *COVID-19 Liability Waiver*.
5. The Board may remove or change this requirement over time based depending on legal advice provided to us or new information that arises.
6. We will ensure prior, informed consent for the collection of *COVID-19 Liability Waivers*, by communication through the GWSA website, *The Sentinel* newsletter, and the GWSA Email Updates.
7. The administration and content of the waiver form will require that individuals read and understand the information provided by providing their initials and signature through hard copy or electronic format such as DocuSign as approved by the Board.
8. Collection of information will be done discreetly, entering only whether a person has completed the waiver into the membership database.
9. Activity group leaders and event organizers will need to know a participant’s *COVID-19 Liability Waiver* status to permit access to their in-person activities. This status will be communicated by providing participants with colour-coded membership cards indicating the status or by such other means acceptable to the Board.
10. Members without completed waivers may continue to access to virtual programming or alternate forms of delivery.
11. No one should experience harassment or other negative treatment based on their personal decision on whether to sign a *COVID-19 Liability Waiver*.

**PROCEDURES:**

<i>Responsibility</i>	<i>Action</i>
M&M Committee: through GWSA Email Update editor, webmaster, The Sentinel team	<ol style="list-style-type: none"> <li>1. Communicate this policy to members to ensure prior, informed consent around the reasons for the completion of <i>COVID-19 Liability Waivers</i>.</li> <li>2. Make recommendations for revisions to this policy as required.</li> </ol>
Recreation Coordinator	<ol style="list-style-type: none"> <li>1. Provide for the discreet collection and storage of <i>COVID-19 Liability Waiver</i> status through the PerfectMind application or such other means as approved by the Board.</li> <li>2. Arrange for provision of colour-coded membership cards or other means as approved by the Board to inform activity group leaders and event organizers of in-person participant status.</li> </ol>
Program Committee: through Activity Group Leaders; Special Events Committee	<ol style="list-style-type: none"> <li>1. Communicate requirements of this policy to members of their group.</li> <li>2. Confirm that members have signed the <i>COVID-19 Liability Waiver</i> prior to admitting them to their in-person activities or events, through a manner approved by the Board.</li> <li>3. Make reasonable efforts to accommodate individuals by continuing to provide access to virtual programming, or alternate forms.</li> <li>4. Address any issues which may arise in accordance with GWSA policies.</li> </ol>
Governance Committee	<ol style="list-style-type: none"> <li>1. Review this document in accordance with the Policy Development and Review Policy as required and recommend any approved changes to the Board of Directors.</li> <li>2. Make other changes to this policy as required by the Board.</li> </ol>
Board of Directors	<ol style="list-style-type: none"> <li>1. Request any changes to this policy as required.</li> <li>2. Manage any concerns about this policy on a case-by-case basis.</li> </ol>

*See also: Appendix 2 COVID-19 Waiver*

**Original Board Approval:**  
**Governance Committee Approval:**  
**Board Approval:**

**June 19, 2021**  
**June 17, 2021**  
**June 19, 2021**