

SOS Submission Form

Chapter Name: ATD Fort Worth/Mid-Cities Chapter

Chapter Membership Size Small (Less than 100)

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Submission Title: Conducting a Comprehensive Health and Safety Risk Assessment for our First COVID19 Hybrid Virtual/In-Person Chapter Meeting

Submission Description: As we planned our first hybrid/in-person meeting that would occur during the COVID19 pandemic, the chapter leadership conducted a comprehensive, in-depth health and safety risk assessment to ensure the safety of our chapter members. The chapter was eager to offer the in-person option but first we had to take necessary precautions to demonstrate that we had put in the level of effort required to meet a "reasonable" standard of care.

Need(s) Addressed? Please be specific. Offering hybrid virtual/in-person chapter meetings adds value to membership in our chapter and allows new and potential members to safely and comfortably attend a meeting. Chapter member and stakeholder health and safety were at the top of our minds as we identified all stakeholders and their respective information and health needs. Stakeholders included ATD National, our chapter members, guests, potential members, speakers, venue management, and county public health.

What is your chapter's mission? Our mission is to champion professionals in talent development through outstanding programs and building relationships.

How does this effort align with your chapter's mission? (Please provide specific examples) We as a chapter wanted to lead by example to continue to champion our members' development by showing there is a way to be adaptable and pivot to the changing environment. Conducting a comprehensive health and safety risk assessment was a necessary step before implementing the chapter plan for holding Hybrid (In-person /Virtual) chapter meetings.

ATD's mission is to "empower professionals to develop talent in the workplace". How does this submission align with ATD's mission? Please provide specific examples.

This submission aligns with ATD's mission by sharing our knowledge and experience conducting chapter operations during the COVID19 pandemic with chapter leaders across the nation and around the world. By pivoting to a hybrid model of our chapter meeting, it shows the definition of "workplace" in all our personal and professional lives has been forever altered.

Target Audience: (Who will benefit/has benefited from this effort?)

Our members, speakers, venue management and staff, county public health.

Costs/Resources Used: (Please include any details regarding use of resources including monetary, donations, contributions, volunteer hours, people resources, etc. and how you went about getting these resources)

Chapter volunteers communicated and coordinated with stakeholders to identify needs and explore and identify ways to mitigate transmission risks at our venue for the in-person component of our chapter session. Costs to the chapter were safety masks, a change in the number of people allowed at the meeting facility (less income for member meals) and a change in added responsibilities to include both In-Person and Virtual technical experts. A donation of funds from a board member's company helped to offset some of the hardware needed to continue the hybrid offering.

How did you implement: (please give a brief description)

We collaborated with our NAC and Chapter Relations Manager for the Western area to ensure we had considered all advantages and challenges of reopening. We identified all stakeholders, which included ATD National, our chapter members, speakers, venue management, and county public health. In coordination with stakeholders, we monitored all levels of COVID19 guidelines from the CDC, state, county, and local news reports. During the ongoing stakeholder collaboration process, we ensured there was a safe plan for how the food would be handled by venue employees. We required attendees to wear a mask and sign a waiver acknowledging that the attendee is joining the meeting voluntarily and that they are waiving their legal right to sue the organization if they become infected with COVID-19 at the event. We purchased masks and made them available for anyone who did not have one.

We identified areas that would be prone to bottlenecks of human traffic from members and venue employees. These bottleneck areas would possibly require extra sanitization:

- Dining room where the chapter held its meeting: Number of total people allowed in the room, location of the presenter, number of tables, and space needed between tables.
- Hallways and common areas; The pathway that a member would need to navigate to the designated room.
- Bathrooms, kitchens, and other rooms where other organizations were holding their events at the same time our chapter event was occurring.

We identified low- to high-risk transmission opportunities working with the venue management and explored how and why venue employees and patrons use certain spaces and how transmission risk could be mitigated to low or no risk.

What were the outcomes: (Please include hard data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)

We have had three hybrid meetings since October 2020. We have not had any reported COVID19 cases that can be traced back to the in-person component of our Chapter session. Two of the three presenters were comfortable presenting in person. The third presenter chose to present virtually. The virtual presentation was projected via the Zoom meeting on the presentation screen in the room and audio was broadcast through the room speakers. Interaction and questions were able to be asked by all attendees.

The health and safety risk assessment is an on-going process involving communication and collaboration among the chapter leadership and key stakeholders. We continue to evaluate the situation locally from month to month. As data and health guidance change locally, we are prepared to move the chapter sessions to a virtual environment until the local conditions are safe to introduce the in-person meetings again.

Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)

- Make sure to identify all stakeholders whose health and safety can be impacted by your chapters in-person meeting
- Keep constant communication with all stakeholders prior to the chapter meeting and in the period after the meeting to share information about changes in the health and safety of stakeholders
- Be flexible and adaptable for technology, speakers and those attending.

Please list the specific ATD chapter resources that helped guide you in the process of completing this best practice (e.g. people, documents, policies, by-laws, etc.):

We referenced the memorandum from ATD National dated 20 July, 2020 (Attached) which contained guidance for chapters to consider when planning for their in-person meetings during the COVID19 pandemic.

We coordinated with our NAC and our Chapter Relations Manager for the Western area. They worked with us to make sure we had considered all possible advantages and challenges of reopening.

Please attach any documents that help support this submission: (additional documents and documents over 2MB should be sent to sos@td.org)

<https://www.formstack.com/admin/download/file/9474652087>

How did you become familiar with the Sharing Our Success (SOS) program?

Saw or heard of SOS on an area call with my NAC

Would you be willing to present on this submission at the ATD Chapter Leaders Conference (ALC)? *Request for Proposals (RFPs) open in May of each year at td.org/alc. Selected session facilitators receive complimentary registration.

Yes
