



Duty Of Care

COVID-19 Readiness: Keeping Everyone Safe & Healthy

ACTEM has developed the following Duty of Care for the 2022 ACTEM Spring Leadership Conference which will help to keep everyone safe while attending our conference.

ACTEM is excited to return to an in-person event for the Spring Leadership Conference that is scheduled for May 3, 2022 at the Holiday Inn by the Bay in Portland, ME. Our concern for your health and safety is our top priority, and we want to make your experience at the conference both positive and safe in these COVID times.

ACTEM is implementing the following guidelines that we hope will make you and your colleagues comfortable and safe. **These guidelines are subject to change depending on current Covid recommendations from the city of Portland and the Maine CDC at the time of our conference.**

Guidelines:

- All attendees must be fully vaccinated or have a negative COVID-19 test within 72 hours (3 days) prior to participating in the conference. Attendees will be required to submit this information in advance of our May 3, 2022 conference. Organizers will notify registrants as soon as possible if such measures are adjusted or amended.
- ACTEM has contracted with VaccineCheck to collect your vaccine or testing documentation in their secure HIPAA compliant cloud environment. Here is the [LINK TO SUBMIT](#) your Vaccine Information.
- Please upload a scan/photo of your card OR copy of results of your recent test that shows the result and the date of the test and your signed waiver no later than **May 2, 2022**.
- You will be required to review and sign a [waiver](#) prior to attendance ([download](#)).
- Masks are currently required in all indoor meeting and event spaces in the city of Portland except while eating and drinking.
- Social distancing will be adhered to, when possible, in meeting spaces and in meal spaces.
- Attendees should self-monitor their health.
 - If you begin to feel unwell during the event with symptoms consistent with COVID-19, out of an abundance of caution, we ask that you notify the staff at our registration table and seek medical attention. If you test positive for COVID-19, please notify Gary Lanoie, ACTEM Executive Director so that we can follow up with contact tracing notifications to other attendees. Remember that many of our attendees teach and work with young students who may not have completed their vaccinations.
- Hand sanitizer and masks will be provided at check-in and available at the registration desk.