

Suspension on the Use of IAC Space and Scheduled Events

Effective Date: March 13, 2020

Introduction

IAC values its members and their safety, with the current climate, IAC has opted to temporarily restrict in person committee meetings and trainings at our offices beginning 3/16/2020 through the end of March until further information becomes available. IAC will continue to offer its scheduled trainings and committee meetings, as is practical, remotely via videoconferencing and teleconferencing. We have made this decision only to assure the safety of our members and their interests.

We are committed to ensure that our members still receive the appropriate customer service, technical support and assistance during this time. IAC will be monitoring COVID-19 with the understanding that the nature of the virus changes and evolves frequently. As such, decisions regarding in-person meetings/or events will be evaluated consistently and members, training attendees, instructors will be informed accordingly.

While there is currently no vaccine to prevent the COVID-19, there are simple steps to help stop the spread of this and other respiratory viruses. While we are temporarily restricting in person meetings and trainings. IAC have implemented enhanced guidelines for the cleaning and disinfection of our space, equipment and materials used, for now and the foreseeable future.

Procedures

- IAC has developed a cleaning schedule for our office space (inclusive of all meeting areas). IAC spaces are being cleaned twice daily, primarily during the mornings and evenings; cleaning may occur more frequently depending on activities scheduled for the day.
- IAC staff are equipped to wear and use appropriate Personal Protective Equipment (PPE) to carry out cleaning functions.
- Cleaning of equipment includes: tables, chairs, door knobs, laptops, surfaces and all other equipment associated with trainings and presentations. IAC will adhere to the general disinfection guidance for businesses and on-healthcare settings released by New York City Department of Health.
- IAC has also posted flyers to remind attendees and/or visitors about the importance of handwashing.
- IAC has also reinforced and educated its employees on good personal hygiene and have reviewed our sick leave policy to ensure employee safety.

- IAC has also placed alcohol-based hand sanitizers in each room and space; facial tissues are also readily available to attendees and visitors.
- Instructors and/or meeting facilitators are required to reinforce enhanced practices to attendees and visitors.
- Education to our employees and attendees/visitors will be ongoing and reinforced regularly.

Communication

IAC asks that its members visit our website for any updates with regards to meetings and trainings. IAC will be sharing correspondence to various committees and registrants on how to access trainings and meetings.

Cancellations

Cancellations for trainings and/or events will be communicated to attendees/registrants per usual business. If an attendee/registrant wishes to cancel attending a training or event, please refer to our current cancellation policy. For AMAP and SCIP-R classes, IAC will be contacting instructors and agencies for rescheduling.

Scheduled Event cancellation

Our Tech Day 2020 event, scheduled for 3/23/20, is cancelled until further notice, to be scheduled some time later this year. Refunds will be processed accordingly.