



Kiwanis®

GUIDELINES TO CLUBS/DISTRICTS FOR HOSTING MEETINGS AND EVENTS

As certain areas of the world modify restrictions related to the pandemic, Kiwanis clubs and districts will begin to return to the rhythm of in-person meetings. Kiwanis International has compiled guidelines to assist clubs and districts holding in-person meetings that allow members to continue their service safely with adequate health protocols.

- **Follow all federal and local laws.** The Kiwanis International Bylaws require clubs and districts to comply with laws of local jurisdictions in all areas of operation. This is especially important as it relates to health and safety laws, such as gathering sizes, social distancing and mask requirements.
- **Coordinate with the meeting venue** regarding seating requirements (at least 6 feet), mask requirements, food service, cleaning of surfaces etc.
- **Consider requiring all attendees to obtain a negative COVID-19 test** before the meeting. This should be strongly considered for any gatherings of 50 or more people.
- **Require all attendees at meetings to sign a waiver** that states anyone who believes she/he may have contracted COVID-19 at a Kiwanis event waives all related claims against any Kiwanis club, district or Kiwanis International. Any meeting of youth members (under 18 years) in the Kiwanis family will require a signature from a parent or legal guardian. A sample waiver is included [here](#).
- **Conduct temperature tests** on all attendees before entering the meeting area. Anyone who has a temperature of 100.4 degrees Fahrenheit or 38 degrees Celsius or above should be excluded from the meeting.
- **Ask all attendees to certify** that they have not experienced any common COVID-19 symptoms in the last 72 hours. A list of common COVID-19 symptoms is included [here](#).
- **Ask attendees to wear a mask** when attending any indoor meeting. There is increasing scientific evidence that masks substantially reduce the chances of spreading COVID-19 infections.