



Host + Speaker In-Person Event Guidelines during COVID-19

June 2020

Indiana Humanities takes seriously the health and safety of its staff, audiences and partners, including organizations who host our sponsored programs, speakers and other personnel who facilitate or lead our sponsored programs. In this spirit, we are sharing our recommendations to program hosts and speakers/workshop leaders for in-person programming during COVID-19.

These guidelines are for program hosts and speaker/workshop leaders involved with the following Indiana Humanities-sponsored programs:

- *One State/One Story* Community Reads
- INseparable Speakers Bureau
- Novel Conversations Speakers Program
- Indiana Authors Awards Writing Workshops
- Indiana Women's Suffrage Centennial Speakers Program
- *Crossroads* Exhibit and Grants

We previously notified program hosts that they can host either virtual or in-person events and that all of our commitments to sponsor programs have been extended through **June 30, 2021**. Addenda to existing program agreements were sent in April and May 2020.

For speakers or workshop leaders:

- Please determine under what conditions you personally feel comfortable for delivering public programs during COVID-19. These conditions may include whether:
 - Host organization staff and attendees are required to wear masks
 - Attendance is capped
 - Attendees are spaced six feet apart
 - Host organization provides hand sanitizer or PPE
 - Events take place indoors or outdoors (if possible)
- We strongly encourage that these conditions be spelled out in writing in an agreement letter between the host organization and the speaker. These conditions can be added to the template agreement letters between host organization and speakers (if provided).

- We will state to program hosts that we expect them to follow state and local guidelines and restrictions on gathering in-person, as well as to follow any additional restrictions or protective measures that you ask for.
- Indiana Humanities will back you up on whatever guidelines/conditions you set. We encourage you to let us know what terms you are setting with program hosts.
- We support your decision to decline an invitation if your conditions cannot be met by the host organization; please let us know if/when that happens.
- If hosts do not comply with your clearly stated expectations, we can rescind the speaking/workshop engagement award. If you arrive to an event and find that the host has not implemented the conditions you previously outlined, you may politely leave the event and Indiana Humanities will still cover your speaker honorarium.

For program hosts:

- Contact the speaker to determine what conditions they have for doing in-person events during COVID-19 (such as use of face masks, attendance caps, seating arrangements, etc.). Please abide by the speaker's preferences for the event, even if they are stricter than the guidelines you are currently following. Include these conditions in writing, using the template agreement letter provided by Indiana Humanities.
- We encourage host organization staff to wear face masks during the event.
- We encourage host organizations to require attendees to wear face masks during the event.
- We encourage host organizations to follow social distancing precautions, including seating attendees six feet apart and capping attendance; see the [State of Indiana's Back on Track plan](#) for guidelines.
- Where possible and as weather allows, consider hosting in-person events outdoors to reduce the spread of the virus.
- Before your event or on event information page, communicate your organization's public safety procedures, including what cleaning and social distancing measures are being taken to protect attendees, masking requirements, social distancing policies, etc.
- Clearly state in your messaging ahead of the event that people who are sick or who may be experiencing any of the COVID-19 symptoms should stay home.
- Consider offering a way for attendees to attend virtually, even if the primary event is held in-person. This allows people who may be especially vulnerable or immuno-compromised to attend.
- Do not offer shared food or drinks as refreshments; if you offer refreshments, offer individually packaged drinks and snacks.
- (For Community Read hosts): Revise program activities that feature shared food and drinks, shared crafting supplies, etc. Tell attendees how program materials are or will be disinfected, depending on nature of activities (use of shared art supplies, game pieces, etc.).