

# Event and Meeting Guidelines during COVID Pandemic

Effective August 18, 2021

The following event and meeting framework from the OSB is based on guidance from the Oregon Health Authority and Governor Brown's current and standing [executive orders](#).

Bar group events and meetings must be held in accordance with OHA requirements. Although mask mandates, capacity limits, and physical distancing requirements were lifted for a period earlier in the year, a statewide indoor mask mandate was reinstated on August 13, regardless of vaccination status.

Through December 31, 2021, or until further notice, bar groups holding indoor, in-person events must obtain a signed [OSB Release and Assumption of Risk Form](#) from all in-person attendees. Signed forms should be submitted to the bar before the event date but no later than three business days after the event. Please direct questions about the form to Nik Chourey, Deputy General Counsel, at [nchourey@osbar.org](mailto:nchourey@osbar.org).

Until December 31, 2021, only regulatory groups may meet at the OSB Center. This could change based on OR-OSHA cleaning requirements being lifted. Currently OR-OSHA requires a deep cleaning of meeting spaces for each occurrence and the cost to the OSB is significant.

## Meetings

- In light of the continued state of emergency due to the pandemic, the OSB strongly encourages bar groups to hold meetings remotely.
- Bar groups can continue to meet remotely without designating a physical location until January 31, 2022. If the declared state of emergency changes the OSB will notify bar groups.
- Meetings held without a physical location option must be recorded. The meeting recording must be retained for 30 days or until minutes are available.
- Groups holding indoor meetings must require all attendees to wear masks. Notices must indicate the requirement and a process to request an ADA accommodation. Contact the OSB for approved ADA accommodation wording. Bar groups may not require attendees to provide proof of vaccination.
- Bar groups scheduling meetings with an in-person attendance option must also provide a remote attendance option to be inclusive of all group members and the public.
- Food is permitted if the meeting space allows it. Individually portioned and wrapped items are strongly encouraged.
- Please review the first "events" bullet below regarding contracts, should your meeting be held in conjunction with a CLE or any event requiring a contract.

## Events

- All contracts, including venue contracts, must be signed by the OSB CEO or designee. Bar groups cannot sign contracts on behalf of the bar. In addition, venue contracts must contain the bar's force majeure clause or a force majeure clause approved by the OSB General Counsel's Office. Please forward all proposed contracts to [gco@osbar.org](mailto:gco@osbar.org) for signatures and a force majeure review. If the governor imposes restrictions for in-person events in the future, the section is responsible for complying with the contract. Questions about new, proposed, or renegotiated contracts should be directed to Nik Chourey, OSB Deputy General Counsel, at [nchourey@osbar.org](mailto:nchourey@osbar.org).

- To be inclusive of all bar members, all bar groups are strongly encouraged to offer remote participation options for attendees.
- Bar groups holding indoor events must require all attendees to wear masks. Event notices must indicate the requirement and a process for attendees to request an ADA accommodation. Contact Nik Chourey, OSB Deputy General Counsel, at [nchourey@osbar.org](mailto:nchourey@osbar.org) for pre-approved ADA accommodation wording. Bar groups may not require attendees to provide proof of vaccination.