

Event and Meeting Guidelines during COVID Pandemic

Effective July 15, 2022

The following event and meeting framework from the OSB is based on guidance from the Oregon Health Authority (OHA), the Center for Disease Control (CDC), Governor Brown's current and standing [executive orders](#), and the [COVID-19 Vaccination Policy](#) for in-person events.

Until further notice, bar groups holding events and meetings must obtain a signed [Vaccination Attestation Form](#) from all in-person attendees. The bar group organizing the event or meeting is responsible for informing members about the requirement, collecting forms, and submitting them to the bar before the event date but no later than three business days after the event. Please direct questions about the forms to Nik Chourey, Deputy General Counsel, at nchourey@osbar.org.

If a bar group is notified that an in-person attendee tests positive for COVID-19 within five days of the event or meeting, the group should notify OSB Member Services Department at memberservices@osbar.org.

The OSB Center is open to visitors and bar groups. To reserve a meeting room at the OSB Center contact the OSB at memberservices@osbar.org. Until further notice, OSB Center visitors are required to wear masks unless they are actively eating or drinking.

Meetings

- All meeting 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 OSB's force majeure clause or a force majeure clause approved by the OSB General Counsel's Office. Please forward all proposed contracts to Nik Chourey, OSB Deputy General Counsel, at nchourey@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, and renegotiated contracts should also be directed to Nik Chourey, OSB Deputy General Counsel, at nchourey@osbar.org.
- Bar groups are required to offer a remote participation option for all meetings. Offering a physical meeting location for in-person attendance is optional.
- The chair, or their designee, is responsible for distributing and obtaining signed forms from all in-person participants. Signed forms should be submitted to the OSB at osbcovid@osbar.org no later than three business days after the meeting.
- Food is permitted if the meeting venue allows it.
- Groups holding in-person meetings must follow any active OHA regulations regarding masks and other health regulations, and any venue policies at the time of the meeting. If masking is required under either OHA regulations or the venue's policy, notices must indicate any mask requirements and the following notice of how to request an ADA accommodation.

Attendees requiring an accommodation under federal or state law may request an accommodation by contacting the OSB's ADA Coordinator, Nik Chourey, at nchourey@osbar.org or 503-431-6363. Requests for accommodation should be submitted as soon as possible but no later than 48 hours before this meeting. For more information, see the OSB's ADA notice at <https://www.osbar.org/ada/adanotice.html>.

Events

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- To be inclusive of all attendees, bar groups are strongly encouraged to offer remote participation options for attendees.
- For events utilizing the bar's CLE registration services, a link to the relevant in-person attendance forms will be included with the event announcement. Bar groups must designate a contact to collect and submit forms in accordance with these guidelines. Bar groups are advised to note the forms they receive in order to verify at check-in that all in-person attendees have submitted the required forms.
- Bar groups holding in-person events must include a link to the [OSB's Notice for In-Person Bar Events](#) in event announcements and follow OHA regulations regarding masks and other health regulations, and any venue policies in place at the time of the event. If masking is required under either OHA regulations or the venue's policy, event notices must indicate any mask requirements and the following notice of how to request an ADA accommodation.

Attendees requiring an accommodation under federal or state law may request an accommodation by contacting the OSB's ADA Coordinator, Nik Chourey, at nchourey@osbar.org or 503-431-6363. Requests for accommodation should be submitted as soon as possible but no later than 48 hours before this event. For more information, see the OSB's ADA notice at <https://www.osbar.org/ada/adanotice.html>.

Compliance

- If an attendee appears at an in-person event without proving their [Vaccination Attestation Form](#), the group's organizers should provide print copies to the attendee to complete on site.
- If an in-person attendee refuses to provide the [Vaccination Attestation Form](#), the event or meeting organizers should **not** attempt to stop entry or otherwise attempt to enforce the policy.
 - The group's organizers should report to OSB General Counsel's Office, any in-person attendee who enters the event or meeting without providing the required forms.
 - Should an OSB volunteer learn that an in-person event attendee misrepresented their vaccination status or negative COVID test result on the Vaccination Attestation Form, the volunteer has a duty to report the attendee's misrepresentation to the OSB Client Assistance Office.