



2022 NEA Foundation *Salute to Excellence in Education* Gala Vaccination and COVID-19 Testing Policy

As we prepare for the 2022 *Salute to Excellence in Education Gala* on Friday, May 13, we would like to share the NEA Foundation's *Vaccination and COVID-19 Testing Policy*, which addresses our protocol for maintaining a healthy and safe event through vaccination documentation and testing.

Following are important details and action items prior to the Gala on Friday, May 13:

Who does this policy cover?

- The policy applies to ALL guests of the 2022 *Salute to Excellence in Education Gala* on Friday, May 13, 2022.

What vaccination and testing records are required?

1. ALL guests must be fully vaccinated, plus one additional booster according to the CDC timing guidelines, and a negative COVID-19 antigen or PCR test taken within 48 hours of the event. We are accepting FDA approved (emergency authorization) at-home antigen self-tests.
- If you are unable to be fully vaccinated, we invite you to enjoy the virtual Gala.

When should I upload my vaccination and testing records?

- Guests who are fully vaccinated, plus one additional booster according to the CDC timing guidelines, must upload their vaccination records by **Friday, May 6, 2022**.
- A COVID-19 antigen or PCR test must be taken, and the negative test results uploaded between Wednesday, May 11 and 6:30pm on Friday, May 13, 2022. Prior to entering the Gala, please complete the short survey in ReturnSafe.

How are vaccination and testing records shared?

- The NEA Foundation has contracted with a third-party vendor, [ReturnSafe](#), to maintain all vaccination and testing records.
- The ReturnSafe app is a user-friendly, simple app that makes it easy to upload vaccination and testing results and complete the required health screenings. Here is a [short video](#) explaining the ReturnSafe solution.

How do I upload my vaccination and testing records through ReturnSafe?

2. Please follow these simple steps to install and use the ReturnSafe app:
 - a. *Android users:*
 - i. Install the app from the [Google Play Store](#).
 - ii. Proceed to step 2 below.
 - b. *iPhone users:*
 - i. Install the app from the [Apple App Store](#).
 - ii. Proceed to step 2 below.



3. Open the app, click **Find My ReturnSafe Space** and enter the code: **neahq**
4. Click the button that says **NEA Events**, and enter your name, email address, and cell number.
5. A code will be sent as a text message to your cell phone.
6. Enter this code into the app, and upload your vaccination records by Friday, May 6.
7. Between Wednesday, May 11 and 6:30pm on Friday, May 13, 2022, a COVID-19 antigen or PCR test must be taken, and the negative test results uploaded into the app.
8. Prior to entering the Gala, please revisit the app and complete the short health screening survey.
9. Once you have successfully finished all the health requirements, you should receive a green "cleared for entry" pass that will need to be shown at Gala Check-In to participate in the event.
10. You will receive guidance at the end of your survey based on your answers. **Note: your survey responses are confidential and accessible only to designated administrators.*

Who should I contact for help?

- If you have questions about the survey or experience an error logging in, please contact Katie Ketchen, Event Planning Consultant (katieketchen@gmail.com), not ReturnSafe support.
- If you have any technical issues while installing or using ReturnSafe, please visit <https://support.returnsafe.com> for helpful support content.
- For reference, please see the CDC's guidelines on vaccine status: [Stay Up to Date with Your Vaccines | CDC](#)

What will happen if I do NOT upload proof of vaccination and a negative test result or otherwise do not follow the NEA Foundation's Vaccination and COVID-19 Testing Policy?

- If a guest arrives at the NEA Foundation *Salute to Excellence* in Education Gala on Friday, May 13, 2022, without any proof of a valid vaccination and a negative test record, they will not be admitted to the Gala.

Will I need to wear a mask?

- ALL guests will be required to wear masks when not actively eating or drinking.

PLEASE NOTE: An inherent risk of exposure to COVID-19 and other infectious illnesses exists in any public place where people are present. COVID-19 is a contagious disease that can be transmitted asymptotically and can lead to severe illness and death. By attending this event, you assume all known and unknown risks related to exposure to COVID-19.

We are being mindful of the ever-changing landscape we face, and if you are planning to join us at the NEA Foundation *Salute to Excellence in Education* Gala, please know that nothing is more important than the health and safety of our guests. Gala guest attendance and protocols are based on the health and gathering recommendations prescribed by the Centers for Disease Control and DC Government.