

## Outlands CovidSafe Practices for Gate Check In at Events

Let this be a guide to safe practices for Gate functions within in the Kingdom of the Outlands. It is out of compassion and empathy that We try to protect those individuals who are volunteering their time to welcome and admit Our Fair Populace into SCA events. We ask you to keep in mind that during this Covid-riddled era, even fully vaccinated individuals, or those with a negative test result within the last 3 days, can still become infected and asymptomatic while not realizing it. This is merely a guide to help Our most exposed members feel safe while greeting Us as Gate.

### Required Practices:

- GateKeepers are to provide an environment that will encourage social distancing while at the Gate Check In table(s). Per the Outlands Financial Policy, at least two paid adult members of the SCA must be in charge of the gate functions at any event where money is collected in the name of the SCA. To further encourage social distancing and to move the line through Gate quickly, GateKeepers will have two separate check-in lines (more if needed):
  - One line/table clearly marked, for attendees that have PrePaid their registration(s).
  - One line/table, clearly marked, for attendees that need to pay and/or complete the Gate Sheet.
  - An additional line/table may be added for waivers that need to be signed by attendees from either line.
- GateKeepers are to check blue cards for number and expiration date regardless of what is provided through Pre-Registration.
  - Attendees will sign or initial the Gate Roster/Pre-Reg Roster during Gate Check In.
  - Attendees that did not pre-register may not substitute in for someone not in attendance.
- The Seneschalate will provide all required policies, disclosures and waivers to the GateKeepers for display at the Gate Check In table(s). These policies shall include, but are not limited to, the Society Bullying Statement, the Society Covid Policy language from Board Announcement dated July 27th, #1.e., and the Society's COVIDSafe Policies and Amendments (referring to vaccination cards and negative Covid tests).

**Best Practices:** Strongly recommended practices, but at the discretion of the local exchequer for implementation. Groups that are hosting Kingdom Events may be asked to comply with some, if not all, of these recommendations.

- Mask wearing is encouraged by GateKeepers and Attendees while checking in at Gate, regardless of whether the event is indoors or outdoors. Once attendees have completed the Gate Check In, masks are only be recommended per the current Outlands Covid 19 Policy dated November 20, 2021.
  - GateKeepers are encouraged to provide clean, disposable masks for indoor events where masking is required.
- GateKeepers are encouraged to wear gloves while handling money.
- GateKeepers are encouraged to try to limit the number of touch points for attendees as they check in:
  - Individual Gate Sheets can be utilized to reduce the number of people using the same sheet.
  - Individual Waivers can be utilized to reduce the number people using the same roster.
  - Holding card readers while attendees swipe their own card.
- GateKeepers are encouraged to provide plenty of clean pens for signing/initialing the Gate Roster/Pre-Reg Roster and/or sign Waivers. Additionally, there should be a clearly marked containers for Clean Pens and Used Pens (to be cleaned and recycled throughout the event).
- GateKeepers are encouraged to have disposable wipes to wipe down pens, card reader, clipboards, tables, or any other items that people are touching.
- GateKeepers are encouraged to have hand sanitizer at the Gate table for personal and public use.

### Acceptable Expenses:

- Disposable wipes, gloves, masks, hand sanitizer are all acceptable examples of Event expenses. Quantities to be determined by the number of potential attendees.
- Pens, highlighters, and clipboards are acceptable examples of reusable Gate Supplies that can be budgeted from the group by the local exchequer. Quantities will be determined by the local exchequer based on use and potential needs of replacement due to natural wear and tear.