



# ASSOCIATION FOR THE STUDY OF AFRICAN AMERICAN LIFE AND HISTORY®

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Greetings,

The Executive Council has approved branches to plan in-person events and meetings. Please follow the protocols listed below. All branch events and meetings must be submitted via this link. [Branch Informer – ASALH – The Founders of Black History Month](#)

## PROTOCOLS FOR FACE-TO-FACE MEETINGS AND PROGRAMS FOR ASALH BRANCHES

All branch events and meetings must be submitted using the [web portal](#). The link can also be found in the Members Area toolbar where Branch Events are submitted.

### MEETINGS

1. Attendees must show proof of vaccination
2. Attendees must wear masks -N95 preferred and practice social distancing
3. Attendees must follow current CDC Guidelines
4. A hybrid format (in-person/remote) with reports sent electronically in advance must be made available for branch meetings
5. Maintain contact list of attendees
6. Require attendees to report any post event covid illness
7. All refreshments should be pre-packaged for individual consumption
8. Provide masks and hand sanitizer stations
9. Assess venue airflow and cleanliness
10. Conduct post meeting assessments to make needed improvements

### EVENTS

1. Require pre-registration
2. Require proof vaccination and boosting
3. Maintain contact list of attendees
4. Require attendees to report any post event covid illness
5. All refreshments should be pre-packaged for individual consumption
6. Provide masks and hand sanitizer stations
7. Assess venue airflow and cleanliness
8. Conduct post meeting assessments to make needed improvements
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If you have any questions please contact [membership@asalh.org](mailto:membership@asalh.org).

Best regards,

Sylvia Y. Cyrus, Executive Director

