

Immigrant Legal Resource Center
New Americans Campaign Naturalization Practitioners' Conference
April 28-30, 2022

COVID-19 Safety Protocols

Thank you for considering joining the Immigrant Legal Resource Center (“*ILRC*”) on April 28-30, 2022, for the New Americans Campaign Naturalization Practitioners' Conference (the “*Event*”), at the Historic Central Railroad of New Jersey Train Terminal in Jersey City, New Jersey (the “*Venue*”). As you consider your attendance at the Event, please take note of and agree to the following safety precautions we will have in place for everyone's safety.

- All participants and staff attending the Event will be required to read and sign a Waiver and show proof of full vaccination upon checking in at the event.
- The meeting space will be proportional to the size of the group, which will allow for as much physical distancing as is feasible.
- We require that all attendees wear a mask while indoors at the conference venue, regardless of vaccination status. Appropriate exceptions may be made when presenters are speaking from a designated location, or when guests are eating or drinking.
- The New Jersey Department of Health follows CDC guidelines with regard to COVID-19 prevention and mitigation, including taking measures such as:
 - Washing your hands frequently with soap and water for at least 20 seconds and using 60% or greater alcohol-based hand sanitizer if there is no ready access to water.
 - Avoiding touching your eyes, nose or mouth with unwashed hands.
 - Maintaining a social distance of six feet or greater from others when outside your home.
 - Wearing a mask in indoor public settings even if you are vaccinated.
 - Covering coughs and sneezes with a tissue or inside of the elbow if there is no immediate access to tissues.
- Attendees will be asked to self-certify that they are symptom-free leading up to the Event, while additional screening precautions may be implemented upon arrival.
- Individuals who are at high-risk should consider not joining in person given the ongoing pandemic and risk associated with COVID-19. High-risk may include being more susceptible to COVID-19, immunocompromised, responsible for the care of loved ones who may be more susceptible to COVID-19, etc.
- Participants should plan on being patient and flexible due to the evolving nature of the pandemic and necessary safety protocols.

Reimbursement and Cancellation Policy

- If the ILRC postpones or cancels the Event, the ILRC will only reimburse stipend-eligible organizations for non-refundable costs associated with lodging and airfare in the amount not to exceed the travel stipend amount. Proof of expenses will be required so please keep all receipts. **We strongly recommend that partners look closely at reimbursement and cancellation policies when booking lodging and airfare.**
- If your organization is **not** eligible for a travel stipend, all costs associated with participation in the conference, such as lodging, airfare, etc., will be at your own risk. We will not reimburse you for any costs incurred, even if the conference is canceled or postponed.

- For those who pay the \$180 conference fee, we will offer a flexible reimbursement policy only for the \$180 conference fee, and only if the ILRC cancels the conference or any participant needs to cancel attending the conference due to COVID or any other emergency.
- In the event of illness on the day of the conference, please contact and inform Jannet Esparza (jesparza@ilrc.org) and Amber McChesney-Young (ayoung@ilrc.org).