

From: Maureen Hoyler, COE President

Date: Tuesday, August 3, 2021

Re: Maintaining Healthy Environments and Operations at COE's 40th Annual Conference

Providing the safest environments for our colleagues at our [40th Annual Conference in Atlanta](#) remains a top priority for the Council for Opportunity in Education (COE). We want participants to feel at ease during the conference. As such, we want to share some important safety protocols with you regarding the in-person event.

As a matter of respect to our colleagues, COE **STRONGLY ENCOURAGES** all participants to be fully vaccinated at least two weeks prior to the conference. No COE staff member will attend the conference who is not fully vaccinated.

COE expects participants and vendors to be considerate of others in attendance. No participant or vendor should attend in-person if they have tested positive for COVID-19 (since [June 11, 2021](#)), are waiting for COVID-19 test results, are showing [COVID-19 symptoms](#), or if they have had [close contact](#) with a person who has tested positive for or who has symptoms of COVID-19.

Room capacities in the conference hotel are capped at 67%. Therefore, our plenary and breakout sessions will take place in a manner that will allow for some social distancing between participants. (For example, there will be a maximum of six participants at a dining table, as opposed to the usual ten.)

COE will have signage to indicate six feet distancing where feasible. Masks will be required for all participants at all times when they are not eating or drinking, regardless of vaccination status. See safety guidance from the Centers for Disease Control on [Travel During the COVID-19 Pandemic](#).

COE is currently developing ways for participants to nonverbally communicate their comfort with various levels of physical proximity and contact during the conference. More information about these options will be available in the coming weeks.

Please contact **Alvin Phillips** at COE via email at alvin.phillips@coenet.org or via phone at (202) 347-7430 if you have any questions or concerns.