

NOVEMBER 2020

 MONTANA
DECA
CORONAVIRUS
ACTION PLAN

COVID-19
WWW.MTDECA.ORG

MONTANA DECA COVID-19

Dear Stakeholders:

We all find complexity as we navigate a new normal. This year has brought substantial challenges in the adjustment of our personal, and professional lives. Montana DECA remains resilient and strong in our mission of preparing emerging leaders and entrepreneurs.

Challenging times remind us of what is truly important. At Montana DECA, what matters most is the well-being of our members, employees, and the communities we serve. There is no higher priority than the health, safety and well-being of everyone involved in Montana DECA's State Career Development Conference.

In accordance with our organizations core-values, and after careful consultation with health officials, Montana DECA is pleased to release the following response and guidelines related to in-state conferences and events. Given the uncertain length of the current pandemic, Montana DECA Inc. will continue to monitor the coronavirus (NCOVID-19) situation closely and make any updates regarding the conference to our stakeholders.

As our staff reconciles the risk, responsibility, and considerations associated with hosting in-person events, we welcome your feedback. Montana DECA remains a leader in Career and Technical Education, and we will face these challenges together, as an organization - and do it in as transparent a manner as we can.



A handwritten signature in black ink, appearing to read 'John Stiles'.

JOHN STILES
STATE DIRECTOR
MONTANA DECA INC.

MONTANA DECA ACTION PLAN

CONFERENCE DATE CHANGE | MARCH 7-9, 2021

Montana DECA Chapters will be split into two groups, each attending half of the in-person conference. Each group will be capped at (250) to include chaperones, staff, and guests.

March 7-8

Group #1:

Belt
Bozeman
Capital
Helena High
Great Falls Central
Polson HS
Sentinel

March 8-9

Group #2

Gallatin
Glacier
Flathead
CMR
Great Falls HS
Loyola Sacred Heart

REDUCED ATTENDANCE | CHAPTER REGISTRATION

In accordance with the Governors Directives, each Montana DECA Chapter delegation will be restricted to (50) in-person attendees, to include advisors, chaperones, and students. On-site gatherings will be limited to (50) persons or less.

ROOM OCCUPANCY | HOUSING RESTRICTIONS

Double Queen rooms will be reduced from a maximum of four occupants to two occupants. Single King Occupants will be allowed single occupancy only. Suite occupancy will be reduced in half. Reduction in lodging room occupancy is to allow for appropriate social distancing. Additional room blocks will be extended to Butte, MT.

REDUCED REGISTRATION RATE

The following registration rates are offered for the 2021 State Career Development Conference, due to COVID-19 adjustments/restrictions:

\$75 Per Attendee

In-Person Attendance (Max. 50 Per Chapter)

\$25 Per Participant, Per Event

Virtual Participation Option

COMPETITIVE EVENT MODIFICATIONS

1. Competitive Event Scenarios for **Team Decision Making, Principles, and Series events** will be released January 20, 2021. Preparation time will be eliminated for Team Decision Making, Principles, and Series Events.
2. The General Business Exam will be offered virtually, February 9-12, 2021, with enhanced security measures, to allow for remote/distance testing.
3. Written Competitive Events will be submitted electronically. Finalists will be announced on February 19, 2021. Finalists will upload a video presentation of their project by February 26, 2021.
4. **Final Rounds of Competition will be eliminated** in Team Decision Making, Principles, Professional Selling, and Series Events for 2021.

MONTANA DECA REGULATIONS

CHAPTER CAPACITY | CAPPED REGISTRATION

All Montana DECA Chapter Delegations will be restricted to (50) in-person attendees, to include advisors, chaperones, guests, and students. On-site groups/gatherings will be limited to (50) persons.

HOT SPRINGS | 75% CAPACITY

The Hot Springs will be available to hotel guests only, and will be capped at 75% Occupancy. The fitness center, steam rooms, and changing rooms will be closed. Pool hours have changed from 24-Hours, to 7am-10pm.

MEALS | FAIRMONT SERVES

Buffet meals will still be hosted, however, Fairmont Staff will be required to serve all meals. Judge snacks will be individually packaged. Meal times will be provided for each delegation, to allow for social distancing compliance.

HOUSING | ROOM CAPACITY REDUCED FROM FOUR TO TWO

Double Queen rooms will be reduced from a maximum of four occupants to two occupants. Single King Occupants will be allowed single occupancy only. Suite occupancy will be reduced in half. Reduction in lodging room occupancy is to allow for appropriate social distancing. Additional room blocks will be extended to Butte, MT.

TEMPERATURE CHECKS | ALL ATTENDEES

All conference attendees will be required to document daily temperature checks throughout the conference, as well as temperature checks upon arrival at Fairmont, prior to entry.

PPE | REQUIRED FOR ALL ATTENDEES

All attendees will be required to wear face coverings, in compliance with the Governors directives. Sanitation stations will be available, and Fairmont Staff will be cleaning common areas, and sleeping rooms regularly to reduce the potential spread of NCOVID-19.

CRISIS MANAGEMENT

Montana DECA will develop and have a crisis management plan in place for the conference, to cover action related to NCOVID-19, should an outbreak occur.

SOCIAL DISTANCING | NO PERSON-PERSON CONTACT

Competitive events will be hosted, with social distancing and mask regulations in place. Participants and judges will be instructed to not shake hands, or exchange paper/materials. General and Award sessions will be socially distanced, and run in flights, should it be necessary to accommodate social distance guidelines.

ADDITIONAL DISCLAIMERS

An additional disclaimer/waiver will be added to the registration kit, which will be required for all conference attendees.

VIRUS TESTING

Attendees may be required to provide a negative a NVOID-19 test prior to or upon arrival to Fairmont Hot Springs Resort.

SUBJECT TO CHANGE/MODIFICATION

Montana DECA Inc. reserves the right to modify, reduce, change, and/or otherwise amend this plan of action after consultation with health professionals, key stakeholders, and risk assessment. Montana DECA will provide an action update by January 15, 2021.





COVID -19 Acknowledgment and Personal Responsibility Policy

There is no higher priority of Montana DECA Inc. than the health, safety and well-being and of our members, staff, volunteers and the communities we serve. As we closely monitor the COVID-19 pandemic, we continue to make decisions with this in mind. As part of Montana DECA community we all have a responsibility to help protect each other.

According to the CDC, COVID-19 is primarily spread from person to person through respiratory droplets produced when coughing, sneezing or heavy breathing. Transmission is slowed by wearing a cloth face covering and/or maintaining a distance of at least 6 feet between people. In compliance with current CDC recommendations, local mandates and/or statewide protocol, all attendees of in person activities, meetings, conferences, gatherings and competitions sponsored by Montana DECA or when representing Montana DECA at public or school-based activities are asked to adhere to the following recommended guidelines:

- Seek medical attention, self-isolate and do not attend events if you are experiencing any of the following COVID-19 symptoms:
 - Fever (defined as a temperature greater than 100.4)
 - Shortness of breath
 - New loss of taste or smell
 - Chills, muscle pain or sore throat
 - New or worsened cough
 - Nausea, vomiting diarrhea
 - Runny nose or congestion
- Wear a cloth face covering at all times when in public areas.
- Be mindful of social distancing. Maintain a space of 6 feet between yourself and others if able.
- Wash your hands with soap regularly and frequently. If soap and water is not accessible, use hand sanitizer
- Practice proper cough and sneeze etiquette.
- If you have been in close contact with someone known to have COVID-19, self-isolate for 14 days.
- Disinfect surfaces throughout the day that are touched regularly.

Montana DECA has implemented extensive preventative measures to help reduce the spread of COVID-19. However, Montana DECA cannot guarantee that members and attendees will not be exposed or infected. Participants acknowledge the highly contagious nature of COVID-19 and voluntarily assume the risk and responsibility for exposure and infection.

I have read and understood Montana DECA's Acknowledgment and Personal Responsibility Policy and agree to adhere to the guidelines set forth. I understand that this Policy may be updated in accordance with changing CDC and local guidelines and will be updated accordingly.

Parent/Guardian Signature

Date

Attendee Signature

Date

MONTANA DECA PROFESSIONALISM

DRESS CODE

Professional appearance is an important aspect of the overall preparation of DECA members for the business world. To that end, DECA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being non-discriminatory between males and females.

The Montana DECA Board of Directors has developed the following official dress standards for the State Career Development Conference. Students, advisors and chaperones must follow the conference dress code.

Competitors must wear professional dress during interaction with judges and/or corporate partners. Professional dress should also be worn to all conference sessions including workshops and special meal functions.

WHEN APPEARING BEFORE JUDGES

FEMALES: Business suit or blazer with dress blouse and dress skirt or dress slacks or business dress; dress shoes.

MALES: Business suit or sport coat with dress slacks, collared dress shirt and necktie; dress shoes; dress socks.

The following are not allowed: denim, athletic shoes, sweatshirts, t-shirts, shorts, hats.

BUSINESS CASUAL ATTIRE

Casual slacks (e.g. Dockers), blouse or shirt, socks, casual shoes. Jeans, t-shirts and athletic shoes are not included in business casual attire.

CASUAL ATTIRE

Neat casual clothing is acceptable during free time and select Montana DECA tours/activities, or as otherwise authorized by the Chapter Advisor or Montana DECA Staff. Casual attire is not acceptable in front of judges, corporate partners, or event staff. Casual attire is not permitted in competition of judging areas.

UNACCEPTABLE ATTIRE

The following are unacceptable during any Montana DECA activities: skin-tight or revealing clothing, athletic clothing, swim-wear (unless swimming), and clothing with printing that is suggestive, obscene, or promotes illegal activities.

When judging adherence to the dress code, Montana DECA asks that advisors, teachers and chaperones use observation as the tool for assessing compliance. Montana DECA does not support or condone the touching of students or their clothing as a means of determining whether or not a student is following the dress code guidelines.

CODE OF CONDUCT

The Montana DECA Board of Directors requires each delegate attending the State Career Development Conference to read, agree to, and comply with the following standards:

1. The term "delegate" shall mean any DECA member, including advisors, attending conferences (high school, collegiate, alumni, professional).
2. There shall be no defacing of public property. Any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible.
3. Delegates must wear identification badges at all times.
4. Delegates shall refrain from using inappropriate or profane language at all times.
5. Delegates shall refrain from written, verbal, physical or electronic activities that may lead to harassment, hazing, bullying or damaging property.
6. The use of any harassment against anyone on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation or disability is prohibited.
7. Delegates shall respect the rights and safety of other hotel guests.
8. Delegates shall not possess alcoholic beverages, narcotics or weapons in any form at any time under any circumstances.
9. Delegates shall refrain from gambling—playing cards, dice or games of chance for money or other things of value.
10. Use of tobacco products and electronic cigarettes by delegates is prohibited at all DECA functions.
11. Delegates must adhere to the dress code at all times.
12. Delegates must not dress or behave in a manner than can be interpreted as sexually explicit.
13. Students shall keep their adult advisors informed of their activities and whereabouts at all times.
14. No delegate shall leave the hotel (except for authorized events) unless permission has been received from chapter and chartered association advisors.
15. Delegates should be prompt and prepared for all activities.
16. Delegates should be financially prepared for all activities.
17. Delegates are required to attend all sessions and activities assigned including workshops, competitive events, committee meetings, etc., for which they are registered unless engaged in some specific assignment scheduled at the same time.
18. Delegates will spend nights at their assigned hotel and in their assigned room. No guests allowed during curfew hours. Delegates will be quiet at curfew.
19. Curfew will be enforced. Curfew means the delegate will be in his/her assigned room.
20. Chartered associations will be responsible for delegates' conduct.
21. Tasteful casual wear will be accepted during specific social functions as designated during orientation.
22. Delegates ignoring or violating any of the above rules will subject their entire delegation to being unseated and their candidates or competitive events participants to being disqualified. Individual delegates may be sent home immediately at their own expense.

Student Signature

Parent/Guardian Signature

Date



The purpose of this form is to authorize the provision of emergency treatment for chapter members in the unlikely event that they become ill or injured while traveling with their advisor. It is imperative the following information be furnished so that the member will be cared for properly in the event of an emergency.

The authorization does not cover major surgery unless the medical opinions of two licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

I _____ of _____
 (Parent Name) (Address)(City)(State, Zip)

hereby give my consent for: (1) the administration of any emergency treatment deemed necessary by a licensed physician or dentist, (2) the transfer to any hospital reasonably accessible, and (3) consent to release the medical information provided.

_____ Date _____ / _____ / _____
 (Member Signature) (Month) (Day) (Year)

_____ Date _____ / _____ / _____
 (Parent/Guardian Signature) (Month) (Day) (Year)

The following information is needed by any hospital or practitioner not having access to the member's medical history:

Does the member have: ANY ITEMS MARKED "YES" SHOULD BE EXPLAINED BELOW

Any food allergies

- a. FOOD YES NO
- b. MEDICATION YES NO
- c. OTHER (Insect, etc..) YES NO

Any health problems or physical disabilities YES NO

Any respiratory problems YES NO

Any diabetes YES NO

Any epilepsy YES NO

Any chronic disease YES NO

Any emotional or physical problems YES NO

Any medication being taken at present YES NO

Any Glasses: YES/NO Contact Lenses: YES/NO Hearing Devices: YES/NO

Date of Last Tetanus Booster: _____ / _____ / _____
 (Month) (Day) (Year)

Does member have all required immunization shots? YES NO

MONTANA DECA SOCIAL MEDIA

Social media allows for nearly limitless conversation worldwide – often in real time. We hope that Montana DECA personnel will participate in social media and enjoy its benefits, and we also expect everyone who participates in online commentary to understand and follow these simple but important guidelines. Keep in mind that our overall goal is simple: to participate online in a respectful, relevant manner that protects our reputation and of course follows the letter and spirit of the law. One way you can help to ensure this goal is to avoid being an official Montana DECA spokesperson. We have a specially trained DECA Communications and Public Relations staff who are the only authorized people to speak on Montana DECA’s behalf in online and print conversations. DECA members, including elected officials and staff that choose to participate in conversation where Montana DECA is mentioned or implied will need to adhere to the following guidelines, accurately identify themselves and their role within the organization, and the fact that the things they post are their individual opinion. These guidelines are designed to help you and Montana DECA achieve a more concise, clear, professional image. If one creates or contributes to blogs, wikis, social networks, virtual worlds, or any other kind of Social Media – Twitter, Yelp, Wikipedia, MySpace, Facebook along with thousands more in this realm where Montana DECA is mentioned or implied, here are some guiding principles for all to keep in mind and follow:

THINK BEFORE POSTING: No use of social media publication may include confidential Montana DECA material, employment documents, or information that may deem detrimental to our business partners, investors, employees, or stakeholders.

IDENTIFY YOURSELF: Remembering that you are a member of Montana DECA is very important. Whether you are an elected official, classified staff member, or student/employee director, your message can directly affect our initiatives and movements. When posting related to Montana DECA or its members you must identify yourself with the proper title and identify that it is your personal/individual opinion. Any specific comments related to a statement from Montana DECA must be made through our trained Public Relations and Communications staff.

REMEMBER YOUR WORK RESPONSIBILITIES: Do not let social media interfere with your ability to work with the student body or serve the Montana DECA organization.

DON’T MISLEAD OTHERS: Never represent yourself or Montana DECA in a misleading manner. You are solely responsible for the content you post or interact with online. Tell the truth, and don’t reference co-workers, fellow members, business partners, or other stakeholders without their expressed permission.

MEANINGFUL & RESPECTFUL COMMENTS: Stick to your experience level. Avoid harsh, misleading remarks on topics which you are not educated on. Remember your comments can directly affect and impact the professional image of all Stakeholders within Montana DECA.

LEGAL MATTERS: Never comment on anything related to legal matters. Montana DECA has highly trained legal representation and staff to comment on legal matters dealing with Montana DECA action(s) and policy. All comments made on a legal note should be done after careful consultation with Montana DECA Legal Council and Montana DECA Public Relations and Communications Staff.

BE SMART: Take a moment to review your information prior to publishing. Remember that this information is stored and will be around indefinitely. Make sure you are publishing only what you mean. Mean what you say and say what you mean. As Montana DECA elected officials, personnel, staff, and stakeholders, we strive very hard every day to uphold our professional image and unique culture. It is our values that direct the positive movement forward. With strong and enhanced internet communications we will continue to live up to the integrity, dedication, and enthusiasm that our stakeholders expect.

Student Signature

Parent/Guardian Signature

Date



ATTENDANCE

This is to certify that _____ has my permission to attend the **Montana DECA State Career Development Conference** at Fairmont Hot Springs Resort. I also do hereby on behalf of him/her absorb and release the school officials, the DECA Chapter Advisor(s), as well as Montana DECA Staff, Agents and Volunteers from any claims for personal injuries or illness which might be sustained while he/she is en route to and from or during the Montana DECA sponsored activity.

EMERGENCY

Any medical exceptions or modifications to the Montana DECA Medical Release form/code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local chapter advisor.

I authorize the chapter advisor or Montana DECA personnel to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of an accident or illness, and I will provide necessary payment for these costs:

WALK-IN CLINICS

Express Care
435 S. Crystal Street, #200
Butte, MT 59701
406.496.3670

Focused Medical Care
300 W. Mercury Street
Butte, MT 59701
406.494.3768

HOSPITALS

Anaconda Hospital
401 W. Pennsylvania St
Anaconda, MT 59711
406.563.8500

St James Healthcare
400 South Clark St
Butte, MT 59701
406.723.2500

DRUG STORES

CVS Pharmacy
1275 Harrison Avenue
Butte, MT 59701
406.723.9408

Walgreens
2611 Harrison Avenue
Butte, MT 59701
406.782.5471

We have read and agree to abide by the delegate conduct practices and procedures and dress code. We also agree that the school officials, the DECA Chapter Advisor(s), and Montana DECA Staff have the right to send the student home from the State Career Development Conference at our expense, provided he/she has violated the delegate conduct practices and procedures and/or his/her conduct had become a detriment. We also authorize Montana DECA to publish press releases and media publications which could include my students name, photo, and/or voice.

Student Signature

Parent Signature

Chapter Advisor Signature

School Official Signature

Insurance Company Name

Policy Number