

September 15th, 2020

Memo to Holstein clubs regarding annual meetings and social events in the context of COVID-19

Many of you have been asking us – and rightly so – about club annual meetings, social evenings and awards events, which are usually held in the fall. Many of you are asking for guidelines. After discussing the issue among committee members and the team, we have decided to send out this memo. While it is difficult to provide guidelines applicable to all, we would like to give you the following points of information to help you make decisions appropriate to the needs and reality of the situation in your region. Regardless of the type of activity, please keep in mind the following points:

- Depending on your region, we recommend that you take into account the alert level in your area to monitor how the pandemic is evolving and implement health measures accordingly. To learn more about the alert system and measures, visit: <https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/progressive-regional-alert-and-intervention-system/map-of-covid-19-alert-levels-by-region/>
- We recommend you designate a person responsible for health and safety who will ensure compliance with physical distancing rules during meetings or events.
- Ensure that people attending an event keep the same seat for the duration of the event.
- Prohibit access to anyone showing symptoms suggestive of COVID-19 (see annex for symptoms) or anyone who has been in contact with a person infected by the virus.
- Face-coverings are mandatory when circulating in public places but may be removed when seated and complying with the social distancing measures in effect (face-coverings must be put back on when leaving one's seat).
- Regardless of the type of activity planned, remember to include a cancellation clause when reserving your venue to avoid having to pay a penalty should you need to cancel. Negotiate any contract before signing so you know what to expect.

NOTE: We are aware that this information will probably generate a multitude of questions. A conference call will be organized to address your concerns. We will be sending out the details shortly, but don't hesitate to contact us in the meantime.

Club annual meetings:

- By law, not-for-profit organizations (NPOs) are required to hold an annual general meeting (AGM) of members every year, within the time period specified in their bylaws (charter, general rules). The aim of this annual meeting is to ensure transparency with members, present the financial statements and elect directors. The *Canada Not-for-profit Corporations Act* stipulates that non-profit organizations **must call an AGM within 15 months of the previous annual general meeting and no more than six months after the organization's last financial year-end**, unless otherwise stated in their bylaws (or club charter or constitution). You are also required to notify your members of the club's annual general meeting. Check your dates to see if it is worth deferring your annual meeting. The Government extended the deadline for calling general meetings that were originally planned for this spring, but the extension changes almost nothing for meetings like yours that are generally held in the fall.

Source: <https://corporationscanada.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs08611.html>

For clubs that wish to hold their annual meetings this fall, note that it is possible to do so with little constraint. Indeed, we encourage you to hold your AGM and to give members the opportunity to see and talk with one another.

- Indoor meetings are possible, provided there is sufficient space for the number of people expected to attend.
- A virtual meeting is also an option, as is a hybrid formula, which means holding the meeting in person but also broadcasting it online for those who would prefer not to attend in person. We are pleased to announce that Holstein Canada has acquired the Zoom version for virtual meetings of up to 500 people. Holstein Canada is offering Holstein Québec an exclusive account that can be made available to clubs to hold their annual meetings. For the hybrid formula, you must choose a venue that has a high-speed internet connection, and we can organize the rest for you. We think this formula would suit those who wish to take part without having to attend in person. If you would like to take advantage of this option, you will need to contact your advisor's as we will have to coordinate the availability of the account. You will also need to convey the information to your members. For those who are interested, we are putting together an information document outlining voting procedures, resolutions, etc., that we can send you.
- If a meal is usually served in a brunch or buffet format, it may be better to have meals delivered to the venue or distribute lunch boxes to keep handling to a minimum. If you opt for a "health break", participants must return to their seats to eat and drink.

- As in other circumstances, people must stay 2 metres apart in both indoor and outdoor public places. A distance of 1.5 metres between people applies only in places where people are seated, are relatively stationary and do not talk much or at all.
- As is the case for private gatherings, physical distancing measures do not apply to members of a same household.
- Your seating arrangement must be planned in such a way as to allow sufficient space for both participants and those who will be leading the meeting.

Social evenings/Awards presentations/Tribute events:

For these types of events, additional precautions must be taken. Reception halls have their own rules that will determine what you can do, what you need to provide or what they will provide you with in terms of checking, disinfection and protection. The capacity of reception rooms has also been reduced to comply with these rules.

The number of people entering and exiting the venue must be controlled so as to maintain a maximum of 250 people on site at all times.

Measures must be implemented to maintain a distance of 2 m between participants who are not from a same household (same address).

Suggest avoiding handshakes and hugs when offering congratulations.

During the meal, avoid sharing items.

Buffet-type meals are to be avoided. People must be served. Catering services have their own rules, so check with them about what is allowed. Many caterers have suspended event service due to the many constraints.

Rules regarding face coverings must be followed and enforced.

It would be pertinent to provide hand sanitizer at the entrance and in washrooms.

Consumption of alcohol:

- Operating hours for holders of bar permits issued by the *Régie des alcools, des courses et des jeux* (RAC) are restricted. Bars are now required to stop selling alcoholic beverages at midnight rather than at 3 a.m. Customers are also required to leave the bar by 1 a.m. at the latest.
- Capacity is limited to 50% of the capacity indicated on the liquor licence.
- Dancing is prohibited and customers must be seated to consume alcohol.

Organizers must establish a register to record customers' contact information to facilitate epidemiological investigations in the event of an outbreak. Obviously, this must all be done in compliance with the rules protecting privacy.

Among the points to consider for each club individually:

- impact on sponsorships and finances: if you have an annual sponsorship plan that includes a social evening
- Sponsor exposure: to be evaluated
- Video: Is this the best way? It may be a good alternative, and give sponsors and award recipients some visibility. Plus, a video can "stay alive" for quite a while!
- Sponsor directory/agenda/calendar: depending on the connection this type of tool has with your evening event... food for thought.
- Each company has a policy regarding events employees are allowed to attend. Don't be surprised if your club sponsors or partners are unable to attend your activity or refuse to take part and sponsor the event because their interaction with participants is limited this year. For example, in the past, some clubs offered sponsors the opportunity to serve cocktails or award trophies. We encourage you to reconsider such requests this year.

We would like to be informed of your plans for your annual meetings and club events. Please contact your advisor, the Holstein Quebec office, or Valérie Tremblay to let us know about what you have decided and any dates that have been set.

Holstein Québec expects all Holstein Québec clubs to comply with all government recommendations and restrictions. The information provided here is a resource to guide your reflection on whether or not to hold such events. Holstein Québec does not recommend and will not tolerate events that contravene government rules and restrictions on the number of people attending such events.

We recommend that you use official reference sources to ensure you have reliable information. The Québec Government website and the CNESST website are excellent resources that provide up-to-date facts about measures that need to be taken. A large part of the information presented in this document is taken from the Québec Government site.

Here are some useful addresses:

- General information: <https://www.quebec.ca/en/health/health-issues/a-z/general-information-about-coronavirus/>
- Health recommendations for all: www.quebec.ca/en/health/health-issues/a-z/general-information-about-coronavirus/#c53183
- CNESST (in French only): <https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19/Pages/outils.aspx>
- Institut national de la santé publique: <https://www.inspq.qc.ca/en>

Annex :

Symptoms of COVID-19		
1 of the following symptoms:	OR	2 of the following symptoms:
<ul style="list-style-type: none">• New cough or cough that worsens• Fever (temperature of 38 °C and more, taken orally)• Difficulty breathing• Sudden loss of smell without nasal congestion, with or without loss of taste		<ul style="list-style-type: none">• A general symptom (muscle soreness, headache, severe fatigue or significant loss of appetite)• Sore throat• Diarrhea

Source : <https://www.quebec.ca/sante/problemes-de-sante/a-z/coronavirus-2019/>