

# ISA Tree Risk Assessment Qualification Event

## COVID-19 Guidelines

The International Society of Arboriculture has established the following guidelines to help ISA Tree Risk Assessment Qualification (TRAQ) Hosts prevent the spread of COVID-19 in association with ISA TRAQ events. ISA TRAQ Hosts are responsible for delivering ISA TRAQ programs to candidates and renewing credential holders. ISA recommends that TRAQ Hosts follow the guidelines included here when planning and holding ISA TRAQ events in their regions. ***ISA TRAQ Hosts are also urged to ensure compliance with any other applicable local guidelines for their respective, scheduled ISA TRAQ events.***

These recommendations should be implemented in addition to all previously established responsibilities highlighted in ISA policies, service agreements, and statement of services documents associated with ISA TRAQ. ***If any recommendation included here is in conflict with standard established procedures, the recommendations in this document supersede standard established policies and procedures.***

These guidelines were created according to relevant recommendations issued by the [World Health Organization \(WHO\)](#) and [Centers for Disease Control and Prevention \(CDC\)](#) to ensure safety for instructors, candidates, credential holders, as well as to safeguard fairness and impartiality amongst candidates and credential holders during this pandemic.

### ***Candidate Information***

ISA requests that you please send and make the information included in **ATTACHMENT A** available to all candidates and regional credential holders registered or interested in registering, respectively, for an ISA TRAQ event.

### ***TRAQ Program Scheduling and Preparation***

**Venue selection, booking, and logistics / Instructor booking and compensation / Candidate registration and check-in: *Ultimate responsibility of ISA TRAQ Hosts.***

The maximum number of candidates specified when the program is schedule/confirmed and registrants are submitted to ISA must not exceed: 1) the feasible number of candidates in any gathering point(s) that allows for a minimum of 6 foot (1.8 meters) candidate spacing requirements of social distancing; 2) the maximum number of people (this includes candidates, instructor(s), and any assistants) gathered in a single location allowed by local governments and health authorities for public and private gatherings.

***If any of these conditions change after you have already scheduled an ISA TRAQ event, please contact [Lucia Coghlan](#) as soon as possible to notify ISA, she can work with you to change/address registration capacity if needed.***

The venue for an ISA TRAQ event should be selected to ensure that venue management have a process established to clean and disinfect frequently touched surfaces prior to and after the program and examinations. [This process must ensure guidelines available on this link under "Maintaining Healthy Environments" are implemented.](#) If food is being offered to participants, the guidelines on the above link under the subsection "[Food Service](#)" should be followed.

***It is possible to offer the program in an outdoor environment as long as these extraordinary guidelines and other program and exam security guidelines are followed.*** Please contact [Lucia Coghlan](#) if you have any questions on accommodating the program in an outdoor classroom.

The following must be available and easily accessible to participants at the event location upon arrival:

- Hand sanitizer\*
- **ATTACHMENT B**
- [World Health Organization signage](#)\*\*

*\*Put sanitizing hand rub dispensers in prominent and accessible places. Make sure these dispensers are regularly refilled.*

*\*\*The World Health Organization (WHO) signs that should be printed are available on the "[Protect yourself and others from getting sick](#)" section in this link.*

*Published and effective on 7 August 2020*

## Candidate Management

Staff and/or volunteers and ISA-Approved Instructors conducting candidate onsite check-in and management should follow these COVID-19 Guidelines in addition to all ISA previously established policies and procedures related to registrant check-in and management. ***If any guideline is in conflict with standard established procedures, the guidelines in this document supersede standard established procedures.***

### ISA Hosts, ISA-Approved Instructors, and Program Assistants (if any) should:

- Wear a face mask or face covering at all times when program participants are present AND require program participants to wear a face mask or face covering at all times during the program and examination whether indoors or outdoors.
- Arrange the classroom/training facility so that there is at least 6 feet (1.8 meters) between each station for each program participant and enforce social distancing requirements at all times during program and examination delivery.
- Ensure that the Check-in Verbal Acknowledgement signage **ATTACHMENT B** is available and easily visible to candidates at the program site prior to entering the classroom/training facility.
- Set up check-in station in a way that ensures social distancing. Social distancing should be ensured and enforced during the check-in process, program delivery, and examination delivery.
  - During the check-in process:**
    - Require each candidate to pull their face mask or face covering down briefly during the check-in process to verify their identity.
    - Writing, sign-in sheets or any other utensils **should not** be shared among participants.
    - Read and confirm Check-in Verbal Acknowledgement/Agreement according with **ATTACHMENT B** with every candidate upon check-in.
    - Check-in procedures should be done as to avoid gathering of candidates.
- Although not required, participants are allowed to wear disposable gloves if they choose. ***If any participant is wearing gloves during the written examination portion of the program, the instructor in charge should require disposal of gloves (in appropriate disposal receptacles) before the participant leaves the testing area.***
- If there are any instances where a participant must touch any equipment used by the instructor or another participant (or vice-versa), they must use wear gloves and disinfect the equipment using cleaning and disinfecting products (please follow [CDC guidelines](#) for cleaning and disinfecting) before returning the equipment to the instructor or another participant.

### ISA-Approved Instructors must meet the following requirements to deliver ISA TRAQ programs and examinations:

ISA-Approved Instructors <b>must not</b> deliver ISA TRAQ program and examination and <b>must</b> contact an applicable ISA TRAQ Host(s) if...	Unless...
They have tested positive for COVID-19	They have been symptom-free and fever-free for at least 72 hours without the use of fever reducing medicine  AND  At least 14 days have passed since your last exposure, or they have received two negative COVID-19 test results in a row, 24 hours apart
They are currently experiencing or have experienced one or more associated symptoms within the last fourteen (14) days <ul style="list-style-type: none"> <li>• shortness of breath</li> <li>• cough</li> <li>• fever</li> <li>• chills</li> <li>• sore throat</li> <li>• loss of smell</li> </ul>	They have been symptom-free and fever-free for at least 72 hours without the use of fever reducing medicine
They live with or have had close contact with someone who has confirmed or suspected COVID-19	At least 14 days have passed since their last exposure
They have been or are under home quarantine or centralized observation by government or healthcare authorities	At least 14 days have passed since their quarantine or centralized observation has been lifted by the government or healthcare authorities

***ISA-Approved Instructors should note any issues associated with compliance of these guidelines and program delivery associated with COVID-19 Guidelines using the applicable Comment/Note sections of the standard Compliance Form included in the program Host package.***



We are following recommendations from the Centers for Disease Control and Prevention and the World Health Organization for preventing the spread of COVID-19. We require candidates to comply with the health and safety guidelines outlined below when choosing to attend an ISA qualification event. *Local regulations may apply in addition to the guidelines included here.*

Please arrive at least 30 minutes before your qualification event start time and note the following restrictions.

You <b>will not</b> be allowed to participate and should reschedule/cancel if...	Unless...
You have tested positive for COVID-19	You have been symptom-free and fever-free for at least 72 hours without the use of fever reducing medicine  AND  At least 14 days have passed since your last exposure, or you have received two negative COVID-19 test results in a row, 24 hours apart
You are currently experiencing or have experienced one or more associated symptoms within the last fourteen (14) days <ul style="list-style-type: none"> <li>• shortness of breath</li> <li>• cough</li> <li>• fever</li> <li>• chills</li> <li>• sore throat</li> <li>• loss of smell</li> </ul>	You have been symptom-free and fever-free for at least 72 hours without the use of fever reducing medicine
You live with or have had close contact with someone who has confirmed or suspected COVID-19	At least 14 days have passed since your last exposure
You have been or are under home quarantine or centralized observation by government or healthcare authorities	At least 14 days have passed since your quarantine or centralized observation has been lifted by the government or healthcare authorities

You will be asked to acknowledge that you meet the above health requirements and that you will comply with the health and safety guidelines listed below while participating at an ISA qualification event.

- Stay at least 6 feet (1.8 meters) away from any other candidates/participants and instructors/assistants during the duration of the program.
- Cover your nose and mouth in case of sneezing or coughing.
- **You must bring and wear your own face mask while you're at the qualification event location and throughout the program and examination\*. Any surgical or cloth face mask, including a homemade face mask, is acceptable as long as your nose and mouth are fully covered. Candidates without a face mask will be denied testing services.**
- To prevent crowding, wait until the instructor or registration assistant tells you to approach the check-in desk.
- Comply with all additional instructions from the instructor throughout the program.
- Some testing locations may require candidates to provide a temperature check upon arrival.

***\*If you have a disability or health condition that prevents you from wearing a face mask, a formal/written [Special Accommodations Request](#) form must be completed and approved prior to the registration deadline for the program.***

# Attention ISA TRAQ Participants

## Important procedures regarding COVID-19

Please review and agree to the following requirements before entering the classroom/training facility. If you cannot comply with the following, do not enter the classroom/training facility. Please send a request to your local ISA TRAQ Host to reschedule your ISA TRAQ program or regarding any questions.

You <b>will not</b> be allowed to participate and should reschedule/cancel if...	Unless...
You have tested positive for COVID-19	You have been symptom-free and fever-free for at least 72 hours without the use of fever reducing medicine  AND  At least 14 days have passed since your last exposure, or you have received two negative COVID-19 test results in a row, 24 hours apart
You are currently experiencing or have experienced one or more associated symptoms within the last fourteen (14) days <ul style="list-style-type: none"> <li>• shortness of breath</li> <li>• cough</li> <li>• fever</li> <li>• chills</li> <li>• sore throat</li> <li>• loss of smell</li> </ul>	You have been symptom-free and fever-free for at least 72 hours without the use of fever reducing medicine
You live with or have had close contact with someone who has confirmed or suspected COVID-19	At least 14 days have passed since your last exposure
You have been or are under home quarantine or centralized observation by government or healthcare authorities	At least 14 days have passed since your quarantine or centralized observation has been lifted by the government or healthcare authorities

Please acknowledge to the onsite instructor and/or check-in assistant that you meet these requirements and that you will comply with these health and safety guidelines.