SEM Leaders in the COVID Era
COVID Resources and FAQ

AMC Resource Links

[COVID Training Video](#)

[Training Completion Survey](#)

[Volunteer Rubric (refer to Phase 2)](#)

[AMC Trip Introduction Talk including COVID talking points](#)

[How to List on ActDB](#)

Frequently Asked Questions

Q: What are the requirements to lead?

A: Leaders must watch the COVID training video and take the Training Completion Survey. Take a screen shot of the completion certificate and email it to your activity chair.

Q: Do I need to send the roster to AMC?

A: No. The confirmed participants (list) generates the roster for AMC.

Q: I've emailed participants that they can attend my activity. What else do I need to do?

A: You must confirm the registrant in ActDB. That generates a confirmation email to them and you. It also updates the count of open spots.

Q: How do I change my activity status to Full?

A: ActDB automatically updates activity status. You set the number of participants and wait list. When you have confirmed the full number of participants, status will change to **Join Wait List**. When you update participants to the full number you had specified for wait list, status will change to **This event is full**. When your registration date has passed, status will change to **Registration is closed**. If your registration date is in the future, status will be **Registration opens… with the date**.

Q: Should my activity posting include COVID language?

A: Yes. The chapter chair, activity chairs and vice chairs have prepared preferred language. Please reference ActDB COVID Language to copy and paste to your listing.

Q: A participant from an activity less than 2 weeks ago notified me they have tested positive for COVID. What do I do?

A: Instruct them to email leadership@outdoors.org. If they emailed you, forward the email to AMC, cc'ing the participant. **AMC handles notification to other participants and contact tracing.** (It is not the trip leader's responsibility to do contact tracing.) Electronic waiver item 4 provides participants with this information.

Q: Are face coverings required for the duration of the activity?

A: Activity requirements are based on federal, state, and local requirements in place at the time and place of the activity. Massachusetts Executive Order #55, effective 11/6/2020 requires face coverings while in a public location, regardless of the ability to social distance. If you are planning activities in another state, please check that state's current guidance.

Q; Should I post the location and starting time of an activity?

A: Best practice is to not post specific information. We want to avoid people arriving for your activity who have not been confirmed.

Q: How do I contact confirmed participants?

A: ActDB has a Contact Participant feature. Note, it does not support attachments. If you need to email attachments, copy and paste email addresses from the registration.

Q: Am I required to have a second leader?

A: SEM considers it best practice to have a second leader, but this is not required. There are no changes to this due to COVID.

Q: What are the requirements for co-leaders?

A: Generally, a co-leader is a leader-in-training. That person should take the COVID training and complete the survey. The co-leader needs to register for the activity. When you determine your activity's participant count, consider that the co-leader will be one of the participants. Leaders are not counted as participants.

Q: How many participants can an activity have?

A: Group size is currently limited to 10. That includes leaders and participants. If you have one leader, you can have up to 9 participants; 2 leaders, 8 participants. You can have less than the maximum, but you cannot have more.

Q: My trip is full and I have one person on wait list. My activity has 2 leaders. Can we split at the trail head and accept the wait listed person? She really wants to come.

A: No. Your confirmed roster is the basis for contact tracing and therefore must accurately list the participants & leaders in the group.

Q: I'm planning a weekend activity that I think will be very popular? How do I select just 9 participants?

A: If you anticipate a big demand, consider working with some other leaders in advance to plan 2 activities that are spaced by 30 minutes or so. Make sure there is sufficient parking. Note, if you do this, you cannot swap participants between activities as AMC corporate will use the roster for any necessary contact tracing. Whoever registers with a particular leader must remain with that leader or they must cancel and register with the other leader.

Q: What do I do if I scheduled an activity and then the guidance becomes more restrictive?

A: Notify your confirmed participants so they are aware of expectations and can cancel if they do not want to comply. As a leader, you also have the option to cancel the activity.

Q: I had a last minute cancel and registration was closed. How do I confirm someone on Wait List?

A: The Registration End Date you specify on ActDB controls when you can manage registrations. If the date is past, you cannot confirm. If the date is close to the time of the activity, you have the ability to cancel and confirm participants. Note, there may be drawbacks for you to have the date close to the activity. At some point, you need to print the roster to bring on the activity.

Q: Can I post a Show and Go activity?

A: Not at this time.

Q: Can I assign a Registrar to manage the registrations?

A: Not at this time. This is on the ActDB enhancement list.

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