



## **Policies and Expectations Leadership Jacksonville Next Generation CLASS 2022**

### **Attendance Policy**

**Attendance at the entire Leadership Jacksonville Next Generation (NextGen) Opening Retreat, June 10-11, is MANDATORY.**

- If the need to withdraw from the program is communicated at least one month prior to the Opening Retreat, there will be full reimbursement of any tuition paid.
- If such need occurs during the month before the retreat, reimbursement will only be made if the spot can be filled by an Alternate. If no Alternate is available, an adjusted refund will be made of 50% of the agreed upon tuition.
- In the event that a participant fails to attend the retreat, withdraws or is terminated from the program after the retreat, no refund will be given.

**Successful completion of the NextGen program requires class member's full participation at all program days.**

- Class members are expected to make whatever arrangements are necessary to be on time for programs and leave after completion of programs.
- Missing more than an hour will count as a half day absence. Missing more than 4 hours will count as a whole day absence.
- **More than two absences will result in termination.**

### **Social Media Standards**

The name, marks, and the logos of Leadership Jacksonville (LJ) and NextGen are solely owned by Leadership Jacksonville and all rights are reserved.

All members of NextGen are encouraged to maintain the highest standards on their own personal social media pages and expected to do so whenever there is any reference to LJ and NextGen.

LJ has established a private, members-only Facebook site for NextGen which will be administered by the LJ staff or their designee(s). Only members of NextGen and staff are eligible to be admitted as members. Information and discussions held on these sites will not be open to the public. All material on the site will maintain the high standards of Leadership Jacksonville. The LJ administrator will remove any unauthorized users and/or inappropriate posts.

Leadership Jacksonville is the only entity authorized to create and maintain public social media sites or web pages in the name of Leadership Jacksonville (LJ) or Next Generation (NextGen).

All critical Program Day materials will be sent to the NextGen class member's e-mail. Social Media sites will not be used to convey this important information. Therefore, it is critical that class members check their e-mails frequently and provide updated email addresses to the NextGen Program Director.

## **Program Participant Code of Conduct for Leadership Jacksonville Next Generation**

All Leadership Jacksonville program participants will receive a copy of this code of conduct and are required to acknowledge receipt. The code is prepared in accordance with and governed by Leadership Jacksonville's Behavior Code of Conduct and Abuse Prevention Policy, adopted December 2017. The policy establishes how Leadership Jacksonville will do everything in its power to prevent the physical, emotional or sexual abuse of program participants, volunteers and employees. Leadership Jacksonville seeks to create a welcoming and safe environment and has zero tolerance for those whose actions may jeopardize the safety or health of participants, volunteers or employees.

While a participant in Leadership Jacksonville Next Generation, I agree that:

1. I will treat all with respect and consideration. Treatment must be fair and equal and must not be based on gender, religion, race, national origin, disability, marital or familial status, sexual orientation, income level or occupation.
2. I will not use harsh, inappropriate or degrading language.
3. I will not use profanity, inappropriate jokes or any kind of harassment in the presence of other program participants, volunteers or employees.
4. I will not participate or allow others to engage in any form of hazing.
5. While representing Leadership Jacksonville or participating in the program, I will not possess, distribute, use or allow others to use illegal drugs; or serve alcohol to any underage person.
6. Smoking or use of tobacco (including vape pens) is prohibited at all times.
7. Possession of any type of weapon or explosive device during a Leadership Jacksonville activity by program participants, volunteers or employees is prohibited except those members of law enforcement properly permitted by Florida Statutes may carry their licensed weapon unless otherwise prohibited by the site of the program or activity.
8. I will not have non-consensual contact with participants, volunteers or employees.
9. I will refrain from inappropriate, intimate displays of affection towards others in the presence of program participants, volunteers, and employees.
10. Possession or use of illicit, pornographic or sexually oriented materials during program days and retreats is prohibited.
11. In no event shall a program participant be allowed to visit the residence of an employee or program volunteer without the written permission of a parent or guardian, unless the program participant is a family member of the employee or volunteer or in the company and supervision of their parent or guardian.
12. Program participants are required to report any activity in violation of the Code of Conduct to the Chief Executive Officer or President of the Board of Directors of Leadership Jacksonville

# COVID-19 Policy

## A. Philosophical Statement

Leadership Jacksonville is monitoring the situation around COVID-19 to ensure that it is taking necessary measures to best protect the health and well-being of class members, volunteers and staff. This includes paying close attention to official recommendations. Leadership Jacksonville acknowledges that the situation is fluid and could be very different over time. Decisions and policies will be made and updated informed by the information that is available at the time. These policies will remain flexible for modification should local, state or federal guidelines changes.

## B. Potential Exposures

Individuals are asked to follow the following protocol:

1. If exposed to COVID-19 and not up to date on COVID-19 vaccinations:
  - a. Do not participate in a Leadership Jacksonville program during the five full days following exposure.
  - b. After five days, if no symptoms, wear a mask for a LJ program between days 5-10.
2. If exposed to COVID-19 and up to date on COVID-19 vaccinations, participants are encouraged to wear a mask for a program within 10 days of close contact with someone with COVID-19 and to follow any CDC guidelines at the time of exposure.
3. If a participant has tested positive for COVID-19 or has symptoms, regardless of vaccination status:
  - a. Do not participate in a Leadership Jacksonville program for 5 days from the first day of symptoms or a positive viral test.
  - b. After 5 days participation is acceptable if fever-free for 24 hours (without use of fever-reducing medication) and symptoms are improving.
  - c. If participating in a program pursuant to b. above, participant should wear a well-fitting mask for the program for 10 full days after symptoms started or the date of the positive test. This list of potential exposures and quarantine periods is fluid and subject to change over time. Participants are encouraged to observe the latest CDC guidelines.

## C. Hygiene Practices

Personal hygiene will be reinforced to all who are participating with an in-person Leadership Jacksonville event. There will be signage, reinforcement, and general availability of locations to wash and/or sanitize hands. Leadership Jacksonville will work with all program location managers to verify that the facilities have had regular cleaning and deep cleaning protocols. The protocols will be facility specific.

## D. COVID Symptom Management

If recommended by the CDC or area hospitals, arrival for Leadership Jacksonville events will begin with a health check which will include taking temperature and checking for COVID symptoms. This includes all participants, volunteers and staff. All individuals who are deemed to have a fever (100.4 or higher) will be required to leave the program and to be cleared to return by a physician or a negative test for COVID. The list of COVID symptoms is subject to change but the wide range includes fever or chills, cough, shortness of

breath or difficulty breathing, fatigue, new loss of taste or smell, muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. Individuals who are experiencing symptoms should not attend in person and those who report symptoms at screening will be asked to leave.

#### **E. Positive COVID Test**

If any participant, volunteer or staff member tests positive for COVID, they are asked to self-report immediately to the Leadership Jacksonville Chief Executive Officer and follow appropriate protocols in effect at that time. Our strategy is to quickly identify those who may have come in contact with an individual who tests positive. Protocols for quarantine and return to the program for an individual who tests positive and for those with whom they have come in contact will be updated based on guidelines at that point in time.

#### **F. Mask Usage and Physical Distancing**

Based on current CDC guidelines, persons may be required to use masks when participating in an in-person Leadership Jacksonville indoor activity, except while eating and/or drinking. Six-foot physical distancing may also be in force if recommended by medical authorities.

Individuals are asked to bring a mask of their own choosing with them to all in-person activities in the event that masks are required by any facility or activity. Extra masks will be available if required.

All participants should limit physical contact with others and maintain reasonable personal space where possible. Occupancy requirements will be managed appropriately to allow for adequate social distancing in host site spaces including retreats, program days and other gatherings.

#### **G. Calendar and Schedules during COVID-19 Pandemic**

Dates previously published by Leadership Jacksonville for retreats, program days, orientations, events and meetings will to the fullest extent possible remain on the originally scheduled calendar day with a combination of in-person and virtual elements, depending on current local COVID-19 data and the type of program. All program date changes, delivery type and locations will be communicated to attendees as soon as possible, again recognizing the fluid nature of the pandemic and the possibility that changes might continue to be made. Leadership Jacksonville recognizes that virtual program elements are very different from in-person experiences and will make every effort to provide programs and activities that are as comparable as possible to in-person programs, including allowing adult class members to take part in some activities beyond the originally scheduled program year.

#### **H. Waiver**

All program participants, volunteers and staff will be asked to sign a waiver in substantially the following form prior to the first in-person activity:

By signing this Agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 while attending a Leadership Jacksonville program and that such exposure or infection may result in personal injury, illness, permanent disability, or death. I understand that the risk of becoming exposed to or infected by

COVID-19 during the program may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Leadership Jacksonville staff, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind (the "Claims"), that I may experience or incur in connection with my attendance or participation in the program. I hereby release, covenant not to sue, discharge, and hold harmless Leadership Jacksonville, its employees, agents, contractors and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of Leadership Jacksonville, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Leadership Jacksonville program.

(For participants) Additionally, I agree that I will not hold Leadership Jacksonville liable for a tuition refund, in full or in part, in the event that the content of the program is impacted by COVID-19 policies or restrictions. I recognize that Leadership Jacksonville is committed to providing a quality program that is safe for participants and this may require substantial changes in the typical Leadership Jacksonville program.