

COVID-19 Safety Protocols for Leadership Week

NAR and President-elect Leslie Rouda Smith are committed to maintaining a healthy atmosphere for all attendees joining us in person next week in Chicago for Leadership Week. In an abundance of caution for our members, NAR has implemented the following safety protocols.

1. All meeting attendees must provide proof of vaccination (Pfizer, Moderna or Johnson & Johnson/Janssen accepted) OR proof of a negative COVID-19 test (Abbott BinaxNow or Lucira accepted). Please use this link or QR code below to upload documents at least 24 hours in advance of the event: <https://app.ihphysicians.com/auth/register?org=narleadership2021>. **Instructions start on page 3.**

If you can't find Abbot BinaxNOW or Lucira in your local market, you can take another test and present for verification consideration onsite.

If unable to upload documentation in advance, proof of vaccination or negative test can be verified onsite at registration.



- a. Take your COVID-19 test in advance no further than 72 hours before the start of Leadership Summit if not vaccinated.
 - b. InHouse Physicians will provide the secure site and health monitoring, as well as onsite testing for attendees if needed.
 - c. You must present the COVID-19 Clearance Pass – received after uploading and approval of your documents – in front of the registration desk – or proof onsite before registration. If you do not have documentation, please proceed to the appropriate room listed on the next page to get tested in order to attend the event.
 - d. Abbott BinaxNow (available in most drugstores) or Lucira are accepted for uploading negative COVID-19 tests in advance. Results should be uploaded 36-72 hours before the start of the event. **Instructions start on page 3.**
 - e. If two weeks have not passed since your second vaccination shot (or only the one Johnson & Johnson/Janssen shot), a negative test will be required.
 - f. If you have had COVID-19 within the last 90 days (and it is at least two weeks after a positive test), you can present verification from a doctor at the room listed below.
2. Completion of a brief health questionnaire is required both days of the Summit and via a link (https://inhousephysicians.formstack.com/forms/nar_dhs) in the event app, NAR Leadership.

3. Masks are required for all attendees at all times, regardless of vaccination status, except when actively eating or drinking.
4. Socially distanced seating will be provided.
5. Attendees may indicate their contact comfort level on their attendee badge, and we ask that attendees respect each other's contact comfort.
6. An on-site COVID Compliance Officer will be present to ensure compliance with these protocols.
7. If you begin experiencing symptoms or test positive for COVID-19 during the event, you must immediately cease participation in the event. Please refer to the CDC's recommendations for quarantine and isolation here: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.
8. If you begin experiencing symptoms or test positive for COVID-19 during the event or within 14 days after you return home from the event, please immediately contact Lesley Muchow, NAR Deputy General Counsel, at lmuchow@nar.realtor so that NAR may conduct confidential contact tracing.

Registration and InHouse Physicians Room Locations

- *Leadership Summit* – Sheraton Grand Chicago
 - Registration: Sheraton Lobby, Sun: 3-6pm, Mon: 7am-4:30pm, Tues: 8am-12pm
 - InHouse Physicians: Mississippi, 2nd Floor
- *L.E.A.D. Vision Course* – Intercontinental Chicago Magnificent Mile
 - Registration: Grand Ballroom Foyer, 7th floor
 - InHouse Physicians: Burnham, 8th floor
- *Commercial Leadership Day* – Loews Hotel Chicago
 - Registration: Wright 1-3/Sullivan Ballroom Foyer, Lobby Level
 - InHouse Physicians: Wright 4-5, Lobby Level
- *Committee Leadership Camp* – Sheraton Grand Chicago
 - Registration: Sheraton Lobby
 - InHouse Physicians: Mississippi, 2nd Floor
- *YPN Advance* – Intercontinental Chicago Magnificent Mile
 - Registration: Grand Ballroom Foyer, 7th floor
 - InHouse Physicians: Burnham, 8th floor

Although we do not anticipate any medical incidents, NAR will have an onsite medical provider available during business hours to ensure your healthcare needs are met. If you are in need of medical attention, please present to one of the InHouse Physicians Rooms listed above.

IHP Web Based App Patient Portal Access

1. Register for a patient account here through the link or QR code below:

<https://app.ihphysicians.com/auth/register?org=narleadership2021>



- Use an email and phone number you would like to receive your unique 6-digit pin to login each time.
- Once logged into your patient portal you will see **narleadership2021** as your assigned organization.

InHouse Physicians

MY VACCINE PASS
Your Digital Vaccine Pass

MY CLEARANCE PASS
Your COVID-19 Test Result Submissions

MY VACCINE CARD
An Image upload of your COVID-19 Vaccine Card

MY TEST RESULTS
Your COVID-19 Test Result Submissions

UPLOAD VACCINE CARD
Upload an image of your physical Vaccine Card

SUBMIT COVID-19 TEST RESULT
Submit a new COVID-19 Test Submission

ORDER COVID-19 TEST(S)
Order COVID-19 At Home or Self-Tests for Pickup

Phone Number: 1234567890
+13125552020

Profile picture: No file chosen

Clearance Pass Access:
Enter Companies, Events & Orgs who can view your pass status, like: Nike, American Airlines, Amtrak, Willis Tower

Address:
Enter Address

City:
Enter City

State:
Enter State Abbrev, ie. IL

ZIP:
Enter ZIP

2. Vaccine records and self-administered tests can be administered at the buttons indicated by the blue arrows above.

3. All vaccine records and test results will be verified by the IHP team within 24 hours upon submission. Verification passes for vaccine records and test results will be available at the buttons indicated with a star above upon verification by the IHP team.

Submitting Self-Administered COVID-19 Test Results

IHP will accept self-administered test submissions on the IHP web-based app for the Over the Counter (OTC) Abbott BinaxNOW antigen COVID-19 test or the Lucira COVID-19 RT-LAMP test that can be found at local drug stores such as Walgreens, Longs Drugs, Walmart, etc.

The OTC Abbott BinaxNOW COVID-19 antigen test is sold in a pack of two tests that are to be taken ideally 72 hours apart, but no sooner than 36 hours after your first test. IHP recommends adhering to the two-test series per manufacturer guidelines.

1. Follow the instructions inside the test kit to perform the self-administered OTC BinaxNOW two-test series or the Lucira COVID-19 RT LAMP test.
2. While logged into your patient portal, select “Submit COVID-19 Test Result” to submit the self-administered COVID-19 test.
3. Select the test that is being submitted. Once the test is completed, take a picture of your result as indicated for your selected self-administered test:

Abbott BinaxNOW Antigen Test:

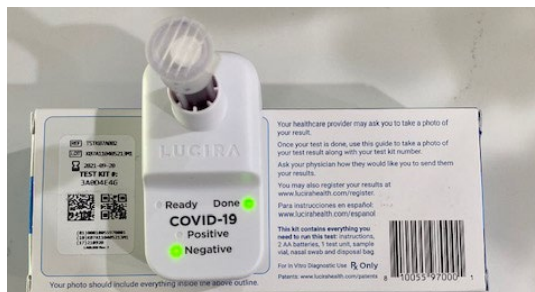
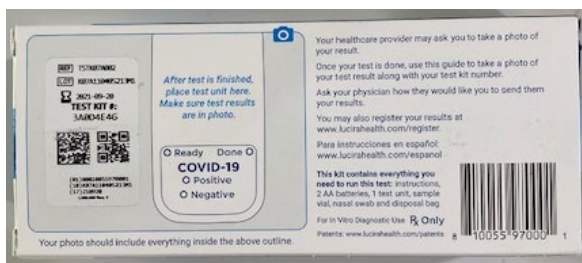
On the Abbott BinaxNOW COVID-19 Ag Card, write your name, date of test self-administration, and time of self-administration.

If this information is not written on your BinaxNOW COVID-19 Ag Card, it will not be accepted for verification if uploaded.



Lucira COVID-19 RT-LAMP Test:

On the Lucira COVID-19 RT-LAMP test, ensure that the QR code and 8-digit test kit number located on the bottom of the Lucira test box is visible in the picture submitted:



4. Submitted test results will be verified by IHP within 24 hours upon submission.
5. You can access your verified COVID-19 Test clearance pass in the navigation menu in the patient portal once verified by the IHP team.



Submitting COVID-19 Vaccine Records

IHP accepts submissions for the three COVID-19 vaccines authorized under U.S. FDA EUA: Moderna, Pfizer-BioNtech, and Johnson & Johnson.

1. Vaccine records can be submitted for review and verification by the IHP team in the patient portal navigation menu under “Upload Vaccine Card”.
2. Vaccine records will be verified by the IHP team within 24 hours upon submission.
3. The verified COVID-19 vaccine pass can be accessed in the navigation menu in the patient portal once verified by the IHP team.
4. If there are any questions about the record that was submitted, an IHP team member will reach out to you via call or email.