NAHB recognizes that HBAs manage a variety of programs and events throughout the year including home shows, parades, board and general membership meetings, networking and other non-dues revenue events. While the introduction of COVID-19 has resulted in uncertainty to association operations, consider the following steps to better prepare members and the HBA.

**What is a coronavirus?**
Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). A novel coronavirus is a new strain that has not been previously identified in humans. COVID-19 is a novel strain thought to have originated in Wuhan, China.

1. **Education and communication**
   a. Educate yourself and members about the coronavirus. First and foremost, what is a coronavirus a/k/a COVID or COVID-19 and how does it differ from other illnesses including the common flu?
   b. Ensure HBA members have timely and accurate information. Share updates from credible sources like the Centers for Disease Control (CDC) and the World Health Organization (WHO).
   c. Provide members with resources to help prepare a response for their businesses.
   d. Remind members that the HBA’s response to COVID-19 is fluid and that circumstances regarding programs and events could change rapidly.
   e. Consider how to communicate preventative measures while portraying calmness – but also preparation and vigilance – prior to upcoming meetings and events.
   f. Bookmark the [NAHB coronavirus preparedness page](#) for additional resources.

2. **Take preventative measures**
   a. Actively encourage sick employees to stay home and ensure policies reinforce safe practices.
   b. Promote best hygiene practices for staff and members in the office, such as hand washing, respiratory etiquette and the use of antibacterial wipes and hand sanitizers.
   c. Avoid touching eyes, nose or mouth and limit interactions with infected persons and those who have been in contact with infected persons.
   d. Routinely wipe down commonly touched space in your office with antibacterial wipes.
   e. Provide guidance for staff and members on any upcoming travel. Airline updates such as changes in schedules and fees can be accessed through [Airlines for America](#).

3. **Prepare HBA operations for continued COVID-19 outbreak in the US**
   a. Develop plans to continue operations, including cross-training staff on essential business functions. If possible, equip staff to work remotely.
   b. Coordinate response with state and local health officials for timely and accurate information.
   c. Develop emergency response plans for upcoming events and ensure all staff have updated emergency contact information on file.
   d. Help staff and members prepare for a sudden shift in plans or strategy including having to work remotely for an extended period.
   e. Encourage staff to take home essential documents that cannot be accessed remotely.
5 Steps to Activate an HBA’s COVID-19 Response

4. Prepare upcoming events:
   a. Review [CDC guidance for large events](https://www.cdc.gov/coronavirus/2019-ncov/community/events-guidance.html) in preparation for the HBA’s parade of homes, home show, state conference or other large gatherings.
   b. Distribute information on preventative strategies before and through signage during the event.
   c. Request any persons feeling unwell or having recently traveled to affected areas to stay home.
   d. Ensure soap and water or alcohol-based hand sanitizers and tissues are easily accessible throughout event.
   e. Encourage attendees to avoid hand-shakes and close contact (e.g. taking selfies). Limit the exchange of materials trading hands by encouraging electronic sharing (e.g. social media, photos).
   f. Prevent crowd density where possible and consider distancing measures (e.g. avoiding bottlenecks, soft launch to stagger arrivals, etc.)
   g. Consider how the HBA will respond if an attendee presents COVID-19 symptoms, such as a high fever, during the event.

5. Review contracts and insurance
   a. Consult with an attorney to [review current contracts](https://www.contractdocuments.org/resources/) for “Force Majeure” language and insurance policy exclusions related to impossibility, impracticability and/or communicable disease.
   b. Monitor declarations including states of emergency, school closures and quarantines which could impact enforceability of contracts.
   c. Review the HBA’s workers compensation insurance for coverage of COVID-19 related claims.