HFA Travel and Events:

Out of an abundance of caution and the rapidly changing dynamics associated with COVID-19 that impacts states and localities and their ability to travel, and being sensitive to the needs of HFA sites and staff and the families they serve ensuring that adequate time is available to meet local needs, HFA has decided to postpone scheduled events including sites visits and training between March 15th and June 30, 2020.

All those scheduled for events between March 15 and June 30, 2020 will be contacted individually about their travel and what to do next.

Rescheduling training canceled due to COVID-19:

- Our goal will be to reschedule all trainings needing to be canceled for dates within this calendar year. However, we will not begin to reschedule the training until we are confident it is safe to resume travel. We will need to give both you and the attendees adequate time to plan for new travel dates and will coordinate where possible to maximize attendance of those who originally planned to attend.

- If for any reason we cannot reschedule the training, we will work with you individually about any next steps.

Signing up for trainings in July 2020:

- In order to ensure the safety of trainers and attendees, we will optimistically still accept registrations for trainings July 1st and beyond.

- However, anyone currently registered for trainings July 1st and beyond, or anyone who registers between now and the trainings will not be held to our typical cancelation policy. Instead of being nonrefundable within 30 days of the training, we will make all trainings in July 100% refundable up to 15 days in advance.

- If you register for trainings in June 2020: Do not yet book travel. We will confirm with you as we make decisions about moving forward with trainings.

If this impacts your ability to receive CORE Training within the required timeframe:

- For those who miss their training deadline as a result of a training postponed due the COVID-19 outbreak, a 6 month extension window will be granted. The HFA National Office will provide official letters on HFA letterhead. It will be the site’s responsibility to maintain these records.

To be eligible for an extension, trainees must be:

- Registered for a scheduled Foundations for Family Support, Parent Survey, Supervisor or Implementation Training that was cancelled in response to COVID-19

- With hire date (to role) documentation to show training deadlines required in the BPS would have been met if the training had occurred as originally planned
Unable to reschedule themselves for another training opportunity before their training deadline had passed

If eligible, staff should request a letter here, where additional instructions are provided.

This extension opportunity does not apply to orientation trainings, stop gap trainings, or wraparound trainings, even in locations where in-person opportunities for these trainings have been cancelled due to COVID-19. It does not apply in situations where trainings are cancelled or postponed for reasons other than the current outbreak of COVID-19.

- For new staff and newly established sites who are unable to have staff trained in a timely manner, sites should follow HFA’s Stop-Gap training guidance.

For states with in-state trainers:

- It is likely other in-state trainings may need to be canceled throughout the country. We will provide in-state CORE Trainers with the same extension letter to help support the sites within your state, and include specific instructions on how to use them.

For HFA Accreditation Site Visits:

- All sites and peer reviewers who this affects have been contacted individually. We are planning for all site visits scheduled for after July 1st, 2020 to continue as planned, but of course are continuing to monitor the situation and will continue to update our policies and contact those who may be impacted individually.

When there is not a travel restriction in place, but you suspect one may arise that impacts your travel, HFA recommends the following:

- The timing of booking travel:
  - Even if you register earlier, wait to book travel until 1 month before your event.
  - As for all trainings, HFA finalizes trainings 30 days before a training arises, ensuring we have enough attendees to make the cost of sending a trainer feasible. Wait until we confirm the training is indeed moving forward before making travel plans.

- How to book travel:
  - Always purchase refundable hotel rooms
    - Do NOT book with Expedia, Kayak, Hotels.com etc.
    - Book directly with the hotel
  - Book flights with a carrier that allows changes without additional fees.
- Practice Safety while in travel mode: The World Health Organization (WHO) recommends the following:
  o Frequently clean hands with soap and water or an alcohol based hand rub if soap and water is unavailable
  o Cover mouth and nose with flexed elbow or tissue when coughing and sneezing
  o Avoid close contact with anyone who has a fever and cough
  o If you have a fever, cough, and difficulty breathing, seek medical care early and share previous travel history with your healthcare provider

You can find information and related resources on this CDC site: https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html.