

PREP ESA Primer Course

PREP Network Course Policies

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Health & Safety Policy

For your safety, and the safety of your peers, follow the terms and conditions of the PREP Network Health & Safety Policy:

1. If you begin to feel unwell during the course, please ask a member of the PREP team for assistance.
 - a. COVID-19/Flu tests will be available upon request.
 - b. Masks will be available upon request.
 - c. If an attendee exhibits symptoms of a contagious illness (e.g. fever, nausea, fatigue, chills, aches, etc.), we encourage you to prioritize your health and the health of others through self-isolation until at least 24 hours after your symptoms have cleared.
 - d. For more information, please reference the official CDC guidelines on contagious respiratory illnesses:
 - i. <https://www.cdc.gov/respiratory-viruses/prevention/precautions-when-sick.html>
2. The PREP team will provide logistical guidance if an attendee needs to adjust travel or accommodation due to illness.
 - a. Any costs incurred due to changes in travel are the responsibility of the attendee's agency.
3. By attending a PREP course, you acknowledge that you are voluntarily participating in a public event and assume responsibility for taking appropriate precautions to protect your health and the health of others. PREP is not responsible for any illness, including communicable diseases, that may result from attendance.

Travel & Cancellation Policy

Below are the terms and conditions of the PREP Network Travel & Cancellation Policy:

- 1) PREP Network pays for directly or reimburses the following non-federal attendee costs:
 - a. Airfare, lodging, per diem, mileage for personal vehicles, baggage fees, parking fees, shuttle fees, toll road expenses, and any other cost that has been pre-approved by the PREP Team.
- 2) The PREP travel agent works to find the most economical flight into and out of your regional airport.
 - a. If you would like accommodations that exceed the amount identified by the PREP travel agent, you must contact the PREP team immediately to discuss your options.
 - b. Any flight chosen by the attendee outside of the approved travel days must be no more than the cost of a flight on an approved travel day. If the flight exceeds this amount, the attendee or attendee's agency is responsible for covering the difference.
- 3) If unable to attend, attendees must provide notice to the PREP Team at PREPNetwork@colostate.edu as soon as possible.
 - a. If an airline ticket is canceled due to a traveler's inability to attend, the agency agrees to reimburse PREP Network for the expense. Any costs resulting from a change to the ticket made on the traveler's behalf after it is booked are the responsibility of the agency/attendee. If you have an unexpected circumstance that requires you to change your ticket, please call us to discuss.
 - b. Any non-refundable travel costs incurred by the traveler are not the responsibility of PREP Network. This includes shuttles, baggage, etc.
 - c. If PREP Network prepays your lodging and you cancel late and we are unable to receive a full refund, then you/your agency shall reimburse PREP Network for the expense.

Reimbursement Policy

Below are the terms and conditions of the PREP Network Reimbursement Policy:

- 1) PREP Network reimburses non-federal attendee per diem at the following rates:
 - a. Travel days: up to \$60 for breakfast, lunch, dinner, and incidentals.
 - b. Course days: up to \$38 for dinner and incidentals.
- 2) PREP Network reimburses non-federal attendee personal vehicle mileage at a rate of \$0.65/mile.
 - a. PREP Network does not reimburse mileage for agency-issued vehicles.
- 3) Non-federal attendee agencies must honor the reimbursement rates listed above.
 - a. If an attendee's agency cannot honor these reimbursement rates, they must request agency reimbursement and send the PREP Team an invoice for attendee expenses.
 - i. This invoice must include an itemized list of expenses listed on the attendee's post-trip form.
 - ii. This invoice must include the per diem and mileage rates the attendee's agency honors.
 - iii. Please note: The PREP Team is unable to reimburse per diem and mileage higher than what is listed above.
- 4) Attendees seeking reimbursement must submit all required forms and receipts, as requested, to the PREP Team within 15 days of the course's conclusion.
 - a. Reimbursement is not guaranteed if attendees fail to provide all necessary documentation within this 15-day timeframe.

No Solicitation Policy

PREP Network is committed to prioritizing the professional development of our attendees by ensuring a focused learning environment. To maintain the educational integrity of this program, all attendees and non-attendees must comply with the following No Solicitation Policy.

- 1) No attempts, by attendees or non-attendees, to promote, sell, or advertise products, services, or events to program attendees will be allowed under any circumstances.
- 2) Any attempts to promote, sell, or advertise products, services, or events will result in immediate excusal from the program premises.
- 3) Program premises include all spaces where PREP attendees gather. These spaces could include, but are not limited to hotels, PREP classrooms, and dining establishments.

If you have any questions, please reach out to the PREP Team at PREPNetwork@colostate.edu.