

## **JA Central Ontario – Company Program 2022-2023 Guidelines for In-Person Meetings As of July 5, 2022**

### **Overview**

For the 2022-2023 school year, we are pleased to return to an in-person model for Company Program with a limited number of fully virtual offerings.

Our priority is to ensure that all Company Program activities transition back to in-person safely while meeting Public Health guidelines.

We also want to provide Company Program partners and hosts with some flexibility to determine the frequency of in-person meetings and to allow for the ability to meet virtually on an as needed basis to help adhere to individual corporate policies and to encourage volunteer engagement.

We have set out some guidelines to help clarify questions on the in-person Company Program experience.

### **Expectation of in-person meetings**

The expectation is that all advisors and students who register for Company Program understand that the program is held in-person and is committed to participating in-person for the full program year (November to April).

### **Frequency of in-person meetings**

Company Program teams will have some flexibility to decide the frequency of in-person meetings for their own individual program. However, we ask that all teams adhere to the following minimum requirements.

- Company Program teams must commit to meeting in person as much as possible.
- Company Program teams must meet no less than 50% of the time; at least 9 of the 18 weekly meetings from November to April must be in person.
- Company Program teams must not go more than two consecutive weeks without meeting in person.
- There are certain weeks in the program/curriculum where in-person meeting is mandatory to increase engagement and team building, including:
  - First and last meeting of the year
  - At least one ideation session
  - Election Week
  - Product Pitch Week

## **Communication to advisors and students**

Schedules must be communicated clearly to all advisors and students so that they are aware of when a meeting will be in-person vs. virtual. A best practice would be keeping the frequencies consistent (i.e., set a fixed schedule for the year) and to ensure advisors and students know where to reference and how they will be informed of any changes.

Advisors are to notify students of any schedule changes in advance as much as possible; ideally, at least one week in advance (i.e., at your last meeting) but no later than 48 hours before meeting date. Exceptions can be made for incremental weather.

## **Illness and other exceptions to join virtually**

Exceptions can be made to allow individual advisors or students to join an in-person meeting virtually on occasion when they are not able to attend physically. For example, if an advisor or student is ill.

Technology should be made available for advisors or students to participate virtually in these circumstances including ensuring that there is a virtual meeting platform they can join. Teams should make every effort to engage those that are joining virtually and individuals joining virtually must be on camera and participating actively.

Advisors and students are not to join virtually for more than two weeks in a row. This option should only be offered on an as needed basis and should not be a default for advisors or students who do not wish to meet in-person.

## **Public Health Guidelines**

JA Central Ontario will be monitoring current and ongoing guidelines and policies from Public Health, the Ministry of Education and various school boards in Central Ontario and will align any further direction with their recommendations. JA Central Ontario is committed to updating teams on a timely basis of any changes.

Please note that if COVID cases rise in the Fall or Winter seasons and new or updated restrictions are introduced, this may affect any or all the guidelines shown in this document. Company Program teams must consistently monitor any updates, ensure the health and safety of its advisors and students and be prepared to transition to virtual if required.

**Privacy Reminder**

Any personal health and/or COVID-related information that is shared by an advisor or student must be kept private and confidential.

**Contact Information**

Should you have any questions or concerns at any time, please reach out to:

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