



International Fuel Tax Association, Inc.  
P. O. Box 7147  
Mesa, AZ 85216-7147  
[www.iftach.org](http://www.iftach.org)

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## ***IFTA, Inc. COVID-19 Policy***

### **Overview**

This policy memorandum applies to all IFTA and joint IFTA/IRP in-person Events (“IFTA events”) including IFTA, Inc. board meetings, the Annual IFTA Business Meeting, the joint IFTA/IRP Audit Workshop, the joint IFTA/IRP Managers Law Enforcement Workshop and any other IFTA or joint IFTA/IRP sponsored in-person event.

This policy applies to all participants including IFTA, Inc. Board members, IRP Board Members, guests, and IFTA, Inc. and IRP, Inc. Employees attending an in-person IFTA event.

The purpose of this policy is to provide minimum guidelines for all participants at IFTA events to protect the health and safety of all participants attending these events.

While it is the intention of IFTA, Inc. to protect the health and safety of all participants by providing minimum guidelines for attendance, IFTA, Inc. cannot guarantee that participants will not be exposed to or contract COVID-19 or other related illnesses while attending an IFTA event and participants understand they are attending at their own risk.

### **Minimum Guidelines**

All participants will be required to follow the most restrictive guidelines in place at the time of an IFTA event which will include either following the current CDC guidelines, the specific event site location guidelines, or the IFTA, Inc. policy guidelines as outlined below.

## **IFTA, Inc. Policy Guidelines**

- All participants at an IFTA event **will be required to wear a mask** at and during all indoor IFTA organized activities, presentations, groups sessions, breakout sessions, socials, etc. except when actively eating or drinking. Speakers will be allowed to remove their mask when presenting from a fixed podium.
  
- However, if the CDC, the hosting Jurisdiction, and the venue Covid-19 guidelines for indoor events allow for less restrictive mask measures, participants will be able to obtain an exemption from wearing a mask at an IFTA event if:
  - They present a jurisdiction's valid and approved COVID-19 vaccination card with the U.S. Centers for Disease Control and Prevention (CDC) designation or an immunization document that is officially recognized by their Canadian jurisdiction to IFTA, Inc. or IRP Inc. staff during the Day-1 IFTA event morning registration or when the participant first arrives at the IFTA event to verify their registration and receive their name tag but before entering the IFTA event designated conference rooms for the first time; and
  - They are provided by IFTA, Inc. or IRP, Inc. staff with an identifiable decal on their name tag or a bracelet, serving as a visual indicator that they have presented an approved proof of vaccination prior to entering the IFTA event; and
  - They always wear their name tag or bracelet, in a manner visible to other participants, during all indoor IFTA organized activities, presentations, groups sessions, breakout sessions, socials, etc.
  
  - If the event venue requires additional measures such as wearing a mask while walking the hallways, visiting the restroom, entering other public areas (restaurants, bars etc.) regardless of vaccination status, the participant must follow the specific venue restrictions despite providing proof of vaccination to IFTA, Inc. or IRP, Inc. staff.

## **Enforcement**

It will be the responsibility of the IFTA, Inc. staff and/or IRP, Inc. staff working the IFTA event registration desk to verify the participant has a valid vaccination card before entering the IFTA event conference areas if the participant would like to be exempt from wearing a mask assuming the guidelines at the specific venue allow for less restrictive measures.

It is the responsibility of all participants to follow the guidelines of this policy memorandum. In the event a participant does not follow this policy guideline then pursuant to the IFTA Event Code of Conduct, the participant may be asked to immediately leave the IFTA event, and no refund of any registration fees will be given. For participants attending an IFTA event where IFTA, Inc. paid for travel expenses and registration fees, in the event the participant is asked to leave for not following these policy guidelines, IFTA, Inc. may seek reimbursement for all travel expenses paid by IFTA, Inc.

## **Changes to policy at time of IFTA event**

The IFTA, Inc. Board of Trustees will continue to monitor CDC guidelines and the progression of COVID-19 issues in both the US and Canada and maintains the right to adjust or change this policy before any specific IFTA event as appropriate.

Signature:

A handwritten signature in blue ink that reads "Carmen Martorana Jr." with a stylized flourish at the end.

Carmen, Martorana Jr, CPA, MST  
Executive Director, IFTA, Inc.  
[cmartorana@iftach.org](mailto:cmartorana@iftach.org)