



# JDI Forward

## COVID-19 Recommendation Handbook

JDI Board of Trustees

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# JDI Forward Basics

In March of 2020 Job's Daughters International declared a State of Emergency due to the COVID 19 pandemic. Even today, across the JDI world the pandemic situation remains very fluid. We recognize the conditions and threat levels will not follow the same pattern everywhere and we must be flexible to those changing conditions. The health of our members and adult volunteers is the highest priority.

- The Constitution and Bylaws of JDI remain suspended. This includes all subordinate law found in GGCs, JGCs, BGCs and Bethels. This suspension will remain in effect until AT LEAST the end of the 2020-2021 Supreme Guardian Council year currently slated to end August 8, 2021. This allows Bethels, JGCs, GGCs and the SGC to have needed flexibility with installations and annual sessions.
- All policies and business procedures of the Board as well as the JDI Youth Protection Program are separate from the Constitution and Bylaws and remain in full effect.
- Majority age extended to 21 beginning March 15, 2020 through December 31, 2021 if requested by the individual Daughter. This decision remains in effect to prevent a Daughter from missing out on potential opportunities during this emergency.

The following guidance and recommendations will take effect **February 1, 2021** and remain in effect until **March 31, 2021**.

- In-person events may (but are not required to) resume so long as they are in accordance with guidelines issued by Federal/Provincial/Territorial/State/Local authorities and health agencies. Additionally, meeting venue rules and guidelines should be adhered to.
- Additionally, we have added five (5) specific recommendations beyond those mentioned above for in-person JDI meetings and activities in all JDI jurisdictions worldwide except Queensland:
  - Mask wearing
  - Social distancing of 6 ft (2 meters)
  - Sleepover events are specifically NOT recommended
  - Jurisdiction wide or cross jurisdiction events are specifically NOT recommended
  - Activity/meeting visitors or multiple Bethel events are specifically NOT recommended

The JDI Board of Trustees continues to encourage most activities to continue to be virtual and in-person activities be rare.

Should GGCs/JGCs/Bethels decide to hold some in-person activities we are providing this handbook as a resource of recommendations and considerations to use during this emergency. This document contains:

[Section 1.](#) In-person Activity Recommendations

[Section 2.](#) Recommendations for Bethel meetings and Ritual modifications

[Section 3.](#) Recommendations while JDI Constitution and Bylaws are suspended

In addition to this document, helpful resource materials will be available on the JDI Supreme website under the COVID Resources tab.

We recognize that this is a difficult time. By working together, we can keep JDI moving forward. We will continue to monitor the situation closely and communicate any changes or updates as needed.

## Section 1: In-Person Activity Recommendations

The JDI Board of Trustees is fully aware of the disappointment our Daughters and adults have over canceled events. We recognize the concern of losing members and volunteers due to distance and virtual fatigue, but our priority must continue to be about the health and safety of the JDI family. In adjusting to some in-person activities while the pandemic is still very much occurring it is imperative that each Bethel, GGC and JGC choose wisely about any in-person activities.

While we understand that virtual activities do not bring the same interaction and engagement, virtual activities remain strongly encouraged over in-person activities. The creative ideas and activities to keep everyone connecting during this stressful time has been amazing to watch.

In-person events may (but are not required to) resume so long as they are in accordance with guidelines issued by Federal/Provincial/Territorial/State/Local authorities and health agencies. Additionally, meeting venue rules and guidelines should be adhered to.

COVID-19 spreads through respiratory droplets. Social distancing, mask usage, good hygiene and proper sanitizing of surfaces have been shown to slow the spread of the virus. Should some in-person activities be chosen, COVID precautions need top of mind.

When planning in-person activities careful considerations include, but are not limited to:

- Limiting attendance at the activity
- Proper physical distancing maintained throughout activity
- Venue size to handle physical distancing
- Adherence to the specific venue's rules and guidelines for COVID-19

- Providing virtual inclusion opportunities for those that cannot or don't feel comfortable attending
- Excused absence flexibility for anyone not comfortable with attending
- Transportation logistics to events and meetings
  - Immediate household members preferred
  - Length of transport considered
  - Ability to distance during transportation
- Outdoor activities remain preferable to indoor activities
- Proper ventilation of activity space is essential
- Elimination of shared food and drink options
- Masks strongly encouraged for all in-person activities
  - Masks are considered acceptable part of JDI regalia
- Attendees encouraged to stay home if feeling ill or if they have had exposure to suspected or confirmed cases of COVID-19
- Health assessment questions for attendees
- Extra sanitation processes for all surfaces before and after the activity
- Eliminate sharing of materials such as pens, pencils and craft supplies
- Easy access to hand washing facilities
- Paper towels preferred for hand drying
- If activity includes money exchange:
  - Electronic payments are preferred
  - Currency handling done by an adult with gloves

## Section 2: Recommendations for Bethel Meetings and Ritual Modifications

We know that our members and adults are anxious to get back into a normal Bethel meeting routine. It is to be noted that virtual Bethel meetings are still encouraged and may continue with Ritual work included. This applies to both regular business meetings and initiations. Additionally, the JDI Supreme Jurisprudence Committee has agreed that

meeting alterations and Ritual modifications are needed should a Bethel choose to hold in-person meetings. Not all meeting venues will accommodate physical distancing space requirements, so another venue may need to be secured. The following considerations are provided to help a Bethel make smart choices for meetings.



#### Virtual Bethel meeting considerations:

- Proper chaperoning in place
- Virtual platform security settings monitored
- Meeting attendance qualifications still apply
- Cameras on for all attendees
- No background programs running that would hide others in the room if proficiency work is being used
- Screen names that include only the first name and station of the Daughter
- Minutes must still be taken even if the meeting is virtual



#### In-person Bethel meeting considerations:

- Proper cleaning and disinfection of meeting venue
- Virtual attendance options for Bethel members who cannot or do not feel comfortable attending
  - Only one computer/laptop in the room is the goal
  - Virtual Bethel meeting considerations described above
- Changing room space limitations and configuration
- Professional attire is acceptable rather than official regalia
- Masks are acceptable as part of regalia
- Elimination of shared pens for attendance register signing
- Physical distancing of all officers and sideliners
  - Specific consideration of the officers in the East and West
  - BG and ABG stations distanced
  - Messenger semi-circle alterations
- Elimination of gavel exchanges at the beginning and end of the meeting

- Eliminated or significantly modified Opening and Closing Marches
- Eliminated or significantly modified Closing Formations
- Refrain from singing
- Elimination of grip
- Escort portion of Escort, Introductions and Honors should be eliminated
- Any close physical greeting of initiates or guests should be reconsidered
- Pre-posting of all flags recommended in lieu of escorting
- Elimination of Coin March
- Elimination of any pre or post meeting activities that include touching
  - Cheers, high-fives, hugging, holding hands
- Initiation alteration considerations
  - Touching of initiate should be eliminated
  - Consider distance of Chaplain to initiate for obligation and prayers
  - Elimination of Guide and Marshal assisting to kneel and rise
  - Grip exemplification eliminated
  - Physical distancing when escorting initiate
  - Limiting number of initiates
  - A 'make-up' initiation could be considered after emergency ends
- Installation alteration considerations
  - Installing Officer stations modified
  - Cape and Crown modifications to maintain physical distancing
  - Gavel passing eliminated
  - Escorting of officers around the altar should be eliminated

## Section 3: Recommendations while the JDI Constitution and Bylaws are suspended

In March 2020 the JDI Constitution and Bylaws were suspended under the State of Emergency declaration. That action was taken to provide flexibility for how the Bethels,

GGCs, JGCs and SGC could keep operating. These are restated recommendations, originally published in March of 2020, included here for completeness. Additionally, guidelines and recommendations for virtual amendments have been added to GGC/JGC section.

### Bethel and Bethel Guardian Councils

- Bethels may meet virtually as per Section 2 of this document
- Bethels may meet in-person as per Section 1 and Section 2 of this document
- Dispensations are not currently required to move or eliminate meetings
- Missed meetings do not need to be made up
- Term and yearly requirements are not required until the law is reinstated
  - Initiation, worship service, majority/obligation ceremony etc.
  - Inability to hold to normal requirements does not constitute a reason for a Council to withhold PHQ status
- Election of Bethel Officers
  - Bethels still may continue to choose:
    - Stay in place
    - Advance Line Officers and leave Marshal vacant
    - Have Executive BGC appoint line officers
- Installations may be held virtually
- Bethel Guardian Council meetings should still occur monthly
- If Bethel is not meeting, then bills are handled by EBGC
- If meeting virtually, minutes must still be taken
- BGC Installation plans per Grand Guardian or Supreme Deputy direction

### Grand/Jurisdictional Guardian Councils

- Grand/Jurisdictional Sessions may be canceled, held virtually or rescheduled as the situation warrants
  - Executive officers of a Grand Guardian Council may choose to stay in office or change with a modified selection plan
  - Executive officers of a Jurisdictional Guardian Council will notify the Supreme Guardian of their desire to stay in office or change
  - Officer Installations may be virtual or by decree

- Amendments may be processed during a virtual Session with the following considerations:
  - Specific confirmation on who is eligible to vote and a plan to confirm credentials.
    - Options might include only sharing the meeting link with those who have credentials.
    - Decision as to whether non-credentialed individuals are allowed into the meeting and a strategy to ensure they are not voting or speaking on the amendments.
  - A virtual platform choice that works for the majority of voting delegates and a plan for platform education and questions.
  - Timely notification to voting delegates as to the agenda, distribution of proposed amendments and communication about the platform and method being used.
  - Voting delegates must have a visual option for the meeting so that the chair can confirm the delegate. No device sharing, one voting delegate per device.
  - Ensure adequate assistance personnel for watching attendees and virtual platform expertise.

### Miss Job's Daughter Pageants

- Pageants may be canceled, rescheduled or held virtually with consultation from the Executive GGC/JGC or Supreme Deputy
  - A postponed or canceled Pageant does not give a Daughter the right to compete a second time in the MIJD Pageant.
  - The 2021 MIJD Pageant is allowing an extra contestant for jurisdictions that change but their previous Miss was not able to compete due to the cancellation of Supreme Session 2020. Please contact the Chair of the MIJD pageant for further information.

### Grand/Jurisdictional Bethels

- Officers in Grand/Jurisdictional Bethels may hold in place or change. Method to be chosen in consultation with the Executive GGC/JGC.