

ROCKY MOUNTAIN VIROLOGY ASSOCIATION SAFETY PLAN

Per requirements set forth in NOT-OD-22-074, provide a safety plan that will be communicated to all conference/meeting attendees and contains at minimum the following elements:

Statement of commitment to provide a safe environment.

The Rocky Mountain Virology Association is committed to providing a safe environment for all the attendees of the Annual Rocky Mountain Virology Conference. This includes adhering to the Principles of Community set forth by Colorado State University (CSU) which hosts the Annual Conference at its Mountain Campus premises. These Principles are based on the tenets of: **Inclusion** - We create and nurture inclusive environments and welcome, value and affirm all members of our community, including their various identities, skills, ideas, talents, and contributions. **Integrity** - We are accountable for our actions and will act ethically and honestly in all our interactions. **Respect** - We honor the inherent dignity of all people within an environment where we are committed to freedom of expression, critical discourse, and the advancement of knowledge. **Service** - We are responsible, individually and collectively, to give of our time, talents and resources to promote the well-being of each other and the development of our local, regional and global communities and **Social Justice** - We have the right to be treated and the responsibility to treat others with fairness and equity, the duty to challenge prejudice and to uphold the laws, policies and procedures that promote justice in all respects. Each attendee of the conference has a responsibility to uphold these Principles of Community when engaging with one another.

Expectations of behavior

All conference attendees are expected to abide by the above principles of community established by Colorado State University and the CSU policy on Discrimination and Harassment (<https://policylibrary.colostate.edu/policy.aspx?id=710>). CSU is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy.

Confidential reporting of alleged violations of the expectations of behavior to conference organizers

Alleged violations of the expectations of behavior can be reported confidentially to conference organizers in person or email during the conference or afterwards, or by contacting Dr. Naomi Nishi, The Assistant Dean of Diversity, Equity and Inclusion in the College of Veterinary Medicine and Biomedical Sciences at CSU at Naomi.Nishi@colostate.edu. Alternatively, you may contact the CSU Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523 in person, by telephone (970) 491-5836, by email: oeo@colostate.edu, the Office of Title IX Programs web: <https://titleix.colostate.edu/>, phone (970) 491-1715, email titleix@colostate.edu, or by completing the form on the CSU Bias Reporting System website (<https://biasreporting.colostate.edu>).

Assessment of allegations and the consequences for those who are found to violate the expectations of behavior.

The organizers have five dedicated individuals that will be the primary contact for assessing allegations of expected behavior violations and responding to them. Dr. Sandra Quackenbush (Sandra.Quackenbush@colostate.edu), Co-Investigator, President of the Rocky Mountain Virology Association, Professor, and Associate Dean for Academic and Student Affairs in the College of Veterinary Medicine and Biomedical Sciences (CVMBS) is a CSU official Campus Security Authority with the responsibility, under the federally mandated Clery Act, to report

crimes to the university that are reported to her. PI Dr. Rushika Perera (rushika.perera@colostate.edu), Associate Professor, is the Chair of the American Society for Virology Committee on Diversity, Equity and Inclusion and a member of the CSU Women in Science Network. Co-Investigator Dr. Candace Mathiason (candace.mathiason@colostate.edu) is a Professor and the Founder and Co-Director of Colorado State University Women in Science Network. She established several 'Career Issues (mentoring) Groups' that consist of diverse members both in identity and career status that meet monthly to discuss issues surrounding career development and progression. She is also Safe Zone trained. Dr. Christie Mayo (Christie.Mayo@colostate.edu) is an Associate Professor and mentor to the LGBTQ+ community and is also Safe Zone Trained. The CSU Mountain Campus Director is also responsible for working with conference attendees and will be assisting in ensuring adherence to the Principles of Community of CSU. Additional resources include the [Pride Resource Center](#) and [Women and Gender Advocacy Center](#).

These individuals are available to meet with the person reporting an incident to discuss the allegation followed by discussion with the individual who has been accused of a violation. Informal resolution of the complaint will be encouraged whenever possible. If resolution is not achieved, the individual reported to have violated the expectations of behavior will be asked to leave the meeting, and a formal complaint may be filed. If there is continued inappropriate conduct the CSU police can be called in.

Notifications

The Rocky Mountain Virology Conference is supported by NIH and therefore complies with the policies established by NIH for a safe and respectful environment. Individuals can notify NIH about concerns of harassment, including sexual harassment, discrimination, and other forms of inappropriate conduct using NIH's [Find Help webpage](#). Individuals who have questions, concerns or complaints related to harassment are also encouraged to contact the conference organizers or the HHS Office for Civil Rights (OCR). Instructions to file a complaint with HHS OCR may be found at [Filing a Civil Rights Complaint](#). Filing a complaint with the conference organizer is not required before filing a complaint of discrimination with HHS OCR. Seeking assistance from the conference organizer in no way prohibits filing complaints with HHS OCR.

Communication of Safety Plan to Conference Attendees - The Safety Plan will be communicated via the conference website where it will be accessible to all attendees registering for the RMVC. They will also receive a printed copy of the document at the conference check-in. Additionally, we will communicate this plan at the beginning of the conference and every day via slides displayed on a rolling basis during the breaks and before sessions start.

The following Community Guidelines will also be shared via a slide at the start of the day and at the start of sessions by the conference organizers as well as session chairs.

- Be present, open, honest, & authentic
- Listen (or engage) actively & respectfully
- Share air time: encourage others' participation
- Engage an attitude and willingness to learn
- Be open to new and different perspectives
- Be respectful of all members of the community

Documentation of allegations and resulting actions – documentation of allegations and resulting actions will be made electronically with de-identification of individuals involved and made available to the CSU authorities and NIH. The organizers are knowledgeable with the appropriate reporting processes and are prepared to address any concerns brought to them. Several organizers have received training to assist with addressing potential concerns. Organizers will maintain confidentiality. ***It should be noted that we will only be able to document the allegations made directly to us. If someone files a report directly with CSU, we may not receive that information.***

Provide information on the steps the organizers will take to ensure a safe and respectful environment for all attendees, free from discrimination and harassment.

1) Expectations of attendees to adhere to CSU Principles of Community as outlined in the Safety Plan will be communicated:

i) via the website.

ii) On the registration page

iii) at onsite registration

iv) This information will also be communicated via slides displayed on a rolling basis during the breaks and before sessions start along with an overview of the Safety Plan at the start of the meeting.

2) The following Community Guidelines will also be shared via a slide at the start of the day and at the start of sessions by the conference organizers as well as session chairs.

- Be present, open, honest, & authentic
- Listen (or engage) actively & respectfully
- Share air time: encourage others' participation
- Engage an attitude and willingness to learn
- Be open to new and different perspectives
- Be respectful of all members of the community

3) The organizers are knowledgeable with the appropriate reporting processes and are prepared to address any concerns brought to them. Several organizers have received training to assist with addressing potential concerns. Organizers will maintain confidentiality.

As an example, the list of trainings obtained by organizers of the RMVC:

NIH:

1. Bias Awareness training for CSR Reviewers
2. NIH Review Integrity Training
3. NIH, Mental Health & Well-being of Biomedical Researchers: Trauma (Individual & Group)

CSU:

4. Inclusive Excellence, part 1: Diversity and Inclusion at CSU
5. Inclusive Excellence, part 2: Uncovering Bias
6. Moving From Surviving to Thriving: Centering Diversity, Equity, and Inclusion in the Virtual Workspace
7. Council for Gender Equity on the Faculty: Consultation on Culture Workshop
8. Clery Act Campus Security Authority Training

Note: this training is listed as Safety and Compliance, is required as a Campus Security Authority

9. Mindset for Supervisors
10. Strengths Based Leadership
11. Supervisor Development Program
12. The Role of Emotional Intelligence in Leadership
13. Rules of the Road: Historical through May 2022
14. Systems Thinking: Your Role in the Big Picture
15. Graduate Center Inclusive Mentoring (GCIM): Session 1- Aligning Expectations
16. Graduate Center Inclusive Mentoring (GCIM): Session 2- Maintaining Effective Communication
17. Graduate Center Inclusive Mentoring (GCIM): Session 3- Assessing Understanding
18. Graduate Center Inclusive Mentoring (GCIM): Session 4- Promoting Independence
19. Graduate Center Inclusive Mentoring (GCIM): Session 5: Fostering Mental Health and Well-being
20. Graduate Center Inclusive Mentoring (GCIM): Session 6: Addressing Equity and Inclusion
21. Graduate Center Inclusive Mentoring (GCIM): Session 7: Fostering Professional Development
22. Graduate Center Inclusive Mentoring (GCIM): Session 8: Mentoring Capstone: Building our your Mentoring Philosophy
23. CSU Safe Zone Training
24. GeoAdvance, CMB, Train the Trainers Microaggressions Training Workshop
25. Empiricism + Emotion: Telling Science Stories with an Impact
26. Responding to Anti-Asian Violence, Virtual
27. CoGEN, Consultation on Culture Workshop, Dr. DeWelde
28. CSU Rams Read Facilitator Training
29. Ibram X. Kendi "How to Be an Antiracist"
30. How Leaders Can Take Action to Advance Equity
31. Racial Equity Institute Training
32. What are best practices to partner to sustain anti-racist movement
33. Mindset for Supervisors, July 18, 2018
34. Rules of the Road for Supervisors, July 27, 2018