



DRAKE SOFTWARE IN-PERSON EVENTS **COVID-19 SAFETY PROTOCOLS**

Drake Software, LLC ("**Drake Software**") is committed to providing a safe and healthy environment for attendees of Drake Software's software training, tax update schools and other in-person events ("**Events**") through compliance with CDC and state and local guidelines. If you choose to attend an in-person Event, you will be required to agree to comply with certain policies and safety protocols, as well as execute a release of liability and assumption of risk as part of the registration process. If you are unwilling or unable to agree to and comply with our policies and safety protocols, you will not be authorized to register for or attend an in-person Event. Certain Events may be offered virtually in Drake Software's discretion.

Drake Software asks that you do not attend any Event if you are ill or have recently be exposed to COVID-19. By attending an Event in-person, you acknowledge and represent that (i) neither you, nor any member of your household, currently has, or has experienced in the past 14 days, any COVID-19 related symptoms, including, without limitation, fever, chills, cough, shortness of breath/difficulty breathing, fatigue, muscle aches, headache, loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, diarrhea, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, pale or blue-colored skin, lips or nail beds; (ii) neither you, nor any member of your household, has had a positive COVID-19 test for active virus in the past 14 days, nor are you awaiting results of a COVID-19 test; (iii) you have not been knowingly exposed to anyone diagnosed with COVID-19 within the past 14 days nor have you been in close contact with anyone experiencing COVID-19 symptoms; and (iv) you have not been outside the country within the past fourteen (14) days. You can change your registration from "in-person" to "virtual" (if offered) at any time by contacting Drake Software at Education@DrakeSoftware.com.

Drake Software plans to implement certain precautions to help prevent the spread of COVID-19. These precautions may include:

- Mask mandates in public areas
- Social distancing
- Directional traffic flow in gathering spaces
- Hand sanitizer stations and safety reminders

Events may be hosted at third-party locations, which may have their own health and safety protocols. You agree to comply with all host-established health and safety protocols and policies, in addition to Drake Software's protocols and policies, while attending any Event.

Drake Software may cancel or change an Event to virtual-only at any time, in its discretion. In the event of cancellation, Drake Software will reimburse your registration fees. However, Drake Software is not responsible for travel fees and expenses you may incur due to cancellation or Drake Software's decision to change to a virtual-only format. You acknowledge and understand that any hotel, airline and other travel reservations you have made are subject to their respective cancellation policies, and in no event will Drake Software be responsible for cancelling such reservations or refunding related fees.