

Coronavirus Virus Event Management Guidance for Winning Moves

This Guidance sets out our approach to endeavor to progress with our events timetables as part of our wider project delivery schedule whilst:

- Protecting and ensuring the health and welfare, as far as practically possible, of delegates, staff, presenters, organisers and others associated with our events;
- Promoting timely and useful coronavirus related communication in relation to our events;
- Ensuring that the latest government guidance is being adhered to.

This guidance links to publicly available information from UK Government outlining advice and guidance with regard to the coronavirus outbreak, and also details measures that we should promote to minimise the spread of, and exposure to, the virus. It will be updated if and when government advice changes.

This Guidance was last updated on 11th March 2020.

Government Guidance

Current UK Government guidance is updated daily on the following website. We all have a responsibility to visit it regularly to remain up to date with any changes to guidance.

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

In addition, the Government has issued guidance for employees, employers and businesses:

<https://www.gov.uk/government/news/coronavirus-covid-19-guidance-for-employees-employers-and-businesses>

Background to COVID-19

COVID-19 Coronavirus is virus that seemingly spreads from respiratory droplets, usually from coughing and sneezing. It is also thought that infections can occur from touching contaminated surfaces, and then touching your mouth or nose.

Symptoms include: a cough, high temperature and shortness of breath.

The World Health Organisation (WHO) has declared this a public health emergency of international concern, and the UK government has raised the risk in the UK from low to moderate.

The Government's current guidance can be found by accessing the above links, and includes:

1. Hygiene steps to reduce the risk of spread:
 - a. Washing hands properly and regularly. Here's NHS guidance on how to do this: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
 - b. Trying not to touch your face unnecessarily, especially before handwashing
 - c. Following NHS 'catch it, bin it, kill it' guidance <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>
2. Self-isolating if:
 - a. You have recently travelled to category 1 specified areas – even if you aren't displaying any symptoms
 - b. You have recently traveled to category 2 specified areas and are displaying symptoms <https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas> for the up to date list of category specified areas
3. If you have symptoms, especially if you have been to affected areas, remove yourself from the company of others (recommended at least two meters away, and preferably behind closed doors) and contact NHS 111. Do not attend a hospital or doctors surgery.

Measures to be taken for Winning Moves event delivery

Venues

- Ahead of events, all venues will be contacted, and the following requested:
 - Their policies and procedures in relation to Coronavirus are shared with us. These must be read and risk assessed. If we have any concern that venue provision, procedures or cleanliness may put any delegates, staff or associates at risk, an alternative venue will be arranged;
 - Confirmation that there will be sufficient facilities to enable good hygiene during the event – this includes but is not limited to handwashing provision, including soap, and bins for tissues;
 - Identification of an isolation room or area that can be used if someone at the event becomes unwell with relevant symptoms.
- Obtain and store venues cancellation procedure and cost.

Pre-event

- All delegates, potential delegates, associates and others connected with our events are to be sent an email clearly setting out the measures we are taking in relation to COVID-19 Coronavirus. The email will also include:
 - Confirmation that the event is going ahead, or needs to be rescheduled;
 - Reminders about hygiene actions, and advice to greet other delegates without shaking hands;
 - Reassurance about venue facilities;
 - Requests not to attend events after having traveled to category 1 or 2 areas of concern, or if they feel unwell with a cough, fever or temperature;
 - Details about how any changes to the event will be communicated if needed;
 - Provide contact details should anyone have any additional related concerns or queries.
- A few days ahead of the event, all delegates will receive an email covering the following:
 - Confirmation that the event is going ahead, or needs to be rescheduled;
 - Reminders about hygiene actions;
 - Requests not attend if they are unwell, have recently returned from current areas of concern, or have been advised to self-isolate;
 - Details about how to inform us if they are now unable to attend the event;
 - Whether it is possible to attend the event remotely, and how, should they be unable to now attend the event. Please note that, whilst every effort is being made, this may not be possible at all events.
- To avoid needing to reschedule events due to ill-health of Winning Moves staff or associates, shadow staff for each event are being identified as back-ups should they need to be called on
- A clear procedure will be drawn up and shared with the delivery team articulating steps to be taken should an event need to be cancelled outside of our control
- Government guidance will be monitored and followed at all times.

During the event

- Housekeeping notifications will include:
 - Explicit details about handwashing facilities;
 - Reminders that alternative greetings to handshaking are encouraged;

- Direction to an identified room or space that anyone who starts to feel unwell with COVID-19 symptoms can remove themselves to whilst calling 111
- Tissues and bins are to be provided at all events.

After the event

- Any delegate, staff member or associate who develops symptoms up to five days after attending our event, and then tests positive for COVID-19 Coronavirus must inform Winning Moves immediately.