

Name of policy	Covid 19 Guidance for event attendees
Policy owner	Paul Goddard
Agreed date of implementation	March 2021
Next review date	Regularly to be in line with changes in government guidance

**We understand the importance of maintaining a clean environment at all times, to provide you with some reassurance please see below some of the additional measures that will be in place at all of our events.**

- Sanitizing area will be in place on arrival for all to sanitize their hands
- Masks or visors will be worn unless eating or drinking or people are 3+ metres apart.
- All visitors to The Studio are asked to use the NHS app or sign the register with contact number in case we need to track & trace an infection
- Cleaning of environment and hard surfaces will be completed at the beginning and end of each event
- Seating will be planned to maintain social distancing of 2 metres and colleagues will maintain this throughout the event
- If for any reason social distancing cannot be maintained e.g., in an emergency situation we will have additional PPE equipment available for colleagues to use: gloves, masks, aprons and visors.
- Antibacterial hand wash and alcohol gel will be available to use

**Things that you can do to support us.**

**Please do not attend the session and instead contact us by phone if any of the following statements apply to you:**

- You have been suffering any symptoms including a dry persistent cough, temperature or loss of taste/smell.
- You have been around anyone experiencing symptoms including a dry persistent cough.
- You or anyone you have had contact with have had a Covid -19 test, this must be communicated with the office and Track and Trace protocols put in place to ensure the safety of colleagues and other members you may have had contact with.
- High temperature or loss of taste/smell within the last 14 days
- If you or anyone you have had contact with has returned from outside the UK within the last 10 days.