

COVID- 19 SAFETY MEETING PLAN AND MEASURES BLACKBURN TECHNOLOGY MANAGEMENT CENTRE FOR ORGANISERS TO TAKE BEFORE AND DURING YOUR EVENT

Please provide your plan to prevent infection at your meeting/event and your response plan should a participant become unwell and shows signs of Covid-19 (dry cough, fever, malaise)

Please ask delegates to arrive at 5 minute intervals/different times to enable us to maintain social distancing

Instruct all delegates arriving to use the hand sanitizer stations

Please bring sufficient supplies and materials, including tissues and hand sanitizer for your participants.

Supply surgical masks to offer anyone who develops respiratory symptoms.

Please ensure/ask your participants in advance that if they have any symptoms or feel unwell, they should not attend.

Please provide participants contact details: mobile telephone number, email and address where they live and where they are staying if applicable. State clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease. If they will not agree to this they cannot attend the event or meeting.

Should a participant become unwell please inform Reception immediately and we will arrange for them to be moved to a designated area for isolation, they will need to call 111 from their own mobile phone or 999 if it is an emergency

Should you or one of your participants test positive tests positive for COVID-19 during or just after the meeting please inform us immediately so that we can take the appropriate action

Rooms have been set out with a maximum number of 10 for social distancing and must be kept in this format throughout the meeting

Discourage non-essential trips within the building and monitor and maintain social distancing whilst users are using common areas

To ensure consistency across common areas, staggering break times to reduce pressure of these areas. Using safe outside areas for breaks weather permitting.

Each delegates must be given a specific time window to leave the room to use the facilities such as toilets, only 1 person at a time is allowed in the toilets at a time, signage is on the doors specifying this

All breaks must be taken in the room or outside, delegates must leave the room at different intervals to maintain social distancing

All refreshments will be placed outside of the room, please ensure that only 1 delegate at a time goes for refreshments

Leave doors and windows open if possible

The host must hold responsibility relating to COVID-19 and Limit or restrict use of high-touch items and equipment, for example, keyboards/pens, whiteboards etc and to clean down frequently between use

Explain to all delegates the procedures for following safe practices whilst being in the building

Buffets will be delivered in separate boxes to stop cross contamination

Do not allow group gatherings at buffet area, instruct users to go 1 at a time and to take refreshments into room

Ensure personal items are stored safely under each delegates chair including bags and clothing, all items must be removed from the meeting rooms once finished

We will retain the names and contact details of all participants for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event

If someone at the meeting or event was isolated as a suspected COVID-19 case, the organizer should let all participants know this. They should be advised to monitor themselves for symptoms for 14 days and take their temperature twice a day.

We will ensure the room is thoroughly sanitized down before and after use to avoid infection

In the event of an emergency, an accident or fire, please instruct all delegates to stay 2m apart if possible and is safe to do so

Hand Sanitizer stations are set up in all meeting rooms

Please sign and date this Plan and return to Reception before your event

Name & Signature of Organiser:

Company Name:

Date: