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| Logo, company name  Description automatically generated | **2: Event COVID-19 Guidance** |
| Revision: October 2021 |
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| **Guidance Documents for use of East Suffolk Council land for events and activities** |
| 1. | Good Practice Guidance |
| **2.** | **COVID19 Guidance** |
| 3. | Event Management Template |
| 4. | Risk Assessment Guidance and Exemplar |
| 5. | Terms and Conditions |
| 6. | Link to Fees and Charges (Pages 398 and 39)<https://www.eastsuffolk.gov.uk/assets/Your-Council/Financial-Information/Fees-and-Charges/discretionary-fees-and-charges-2021-22.pdf> |

Event Planners should note the guidance links below provide a baseline from which you can develop your assessment and event management planning steps to incorporate within your Event Management Plan, Risk Assessments and any specific COVID 19 Risk assessments.

<https://www.hse.gov.uk/event-safety/index.htm>

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

<https://www.local.gov.uk/covid-19-outdoor-events-guidance>

There is a Covid 19 Suffolk Events Toolkit produced by Suffolk Public Health available here - <https://www.medrxiv.org/content/10.1101/2020.10.23.20218412v1.supplementary-material>

The Event Industry Forum also have updated versions of guidance. Please note there may be a charge to access these notes

<https://www.eventsindustryforum.co.uk/index.php>

<https://eventsindustryforum.co.uk/images/documents/EIfDCMS-COVID-19-Working-Safely-24-September-2020.pdf>

Sports Ground guidance on social distancing – models can be applied in various settings and demonstrates how guidance above could be applied within an event setting

<https://sgsa.org.uk/planning-for-social-distancing-guidance-published/>

All event organisers and operators should take the following steps during the COVID-19 outbreak.

1. Seek advice from the government and collaborate with local authorities and public health officials for current COVID-19 restrictions and recommendations.

The latest guidance can be found at <https://www.gov.uk/coronavirus>

1. Provide resources that detail the signs and symptoms of COVID-19 to help educate potential eventgoers and staff/volunteers on whether they should attend or stay home.
2. Require staff, volunteers, and eventgoers to stay home if they have any COVID-19 symptoms, including fever, cough, or gastro-intestinal issues. Additionally, require attendees to not attend the event if they have been diagnosed with COVID-19, or had direct contact with an individual diagnosed with or suspected to have COVID-19 in the past 14 days.
3. Provide access to hand-washing stations with soap and water or hand sanitiser containing at least 60% alcohol if the former is unavailable.
4. Provide instructions on proper handwashing at handwashing stations (at least 20 seconds in accordance with Government/WHO guidelines).
5. Create an event-specific medical response plan, designating responsible persons, nearby emergency services, and determining how to isolate and transport staff or attendees experiencing a medical emergency. Develop plans for quickly and safely evacuating an event.
6. Modify attendee/staff density to enforce all safety protocols, including two-metre physical distancing (or adjusting the physical distance per local authorities and public health officials) requirements in all venue spaces where attendees congregate — including lavatories, queuing areas, and during ingress and egress procedures. This may include temporary modifications to your space queuing to enter and exit the venue and modifying seating and standing arrangements.
7. Designate one or more staff, volunteer members to enforce physical distancing and face covering requirements throughout the event.
8. Require all attendees and staff to wear Government/WHO recommended face coverings during the event.
9. Assign staff to cleaning tasks performed before, during and after the event. Clean and disinfect commonly touched surfaces like tables, doorknobs, light switches, countertops, handles, toilets, taps, sinks, etc. before the event using Government and/or WHO cleaning and disinfecting guidelines.
10. For events with multiple shifts, showtimes or events, clean and disinfect common spaces between each group of people. Be sure to provide enough time between groups to allow for cleaning and disinfection of commonly touched surfaces.