

# Coronavirus (COVID-19) events policy

## Policy brief & purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions, we assure you that we will always treat your private health and personal data in alignment with our GDPR policy.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. We will update the policy accordingly when appropriate to do so.

## Scope

This coronavirus policy applies to all of our employees and freelancers who physically work on our client's events in all types of venues.

## Policy elements

Here, we outline the required actions employees/freelancers should take to protect themselves, their co-workers, venue staff and clients from a potential coronavirus infection.

### Symptoms:

- If you are suffering from the government list of symptoms, fever, new or persistent cough or loss of taste/smell you must stay at home and self-isolate as per the latest government guidelines.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, please give us at least 72hrs notice if possible, to your event manager.



#### Travel to venues:

- If possible, drive to the venue and if that is not possible then use public transport using a non-medical facemask.

#### Setting up, running and breakdown of events:

- During unloading and set-up all crew will use non-medical masks and gloves but social distancing of 2m may not be practical, the same may be true running and breaking down of events.
- We are currently not recommending the use of radio lapel mics as this requires close personal contact. Instead we would recommend handheld radio mics and lectern mics where possible. All equipment will be sanitised prior to arriving at the venue and after the event.
- Should client presentations need to be updated we will endeavour to manage social distancing.
- We will provide our own hand sanitisers for use throughout event and/or use the venues sanitisers.

#### General hygiene rules:

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20 second hand cleaning rule).
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitise your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.

*Note: we will amend or update the policy in line with any changes required by the venue or the client.*