

Raise the Bar - COVID-19
In Person Training/Events
Guidelines

Contents

1. Purpose of Guidance.....	3
2. Venue Guidelines.....	3
3. Client Guidelines.....	4
4. Consultant Guidelines.....	4
5. Delegate Guidelines.....	6
6. Appendix A.....	7
7. Appendix B.....	10

1. Purpose of Guidance

The purpose of this guidance is to inform stakeholders of Raise the Bar's procedures and requirements for face-to-face training and events during the COVID-19 pandemic.

Raise the Bar (RTB) will constantly be reviewing these guidelines to ensure they are in line with both the government and World Health Organisation's advice most up-to-date advice.

It is important to note that no face-to-face training will be allowed in areas under local lockdown restrictions.

Further information and guidance about COVID-19 can be found at the following websites:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/coronavirus>

2. Venue Guidelines

- The venue must provide a copy of their COVID-19 guidelines to the client and RTB.
 - This should include the venue's cleaning process on the day of an event, e.g. Does regular cleaning on high touch points occur?
 - What is the venue's policy on using air conditioning?
 - Does the venue use temperate screening?
 - The process in place if someone reports feeling symptoms of COVID-19 during a session.
 - Does there need to be staggered arrival times?
 - Are masks required in shared spaces such as reception and corridors?
 - What is the policy on use of shared areas?
 - What is the registration process?
 - Food and refreshment arrangements
 - Isolation process if someone becomes ill
 - Overnight procedures where applicable
- Rooms must be big enough to accommodate the specified number of people attending the training/event with social distancing at 2 metres.
 - There must be at least 2 metres between seats.
 - The client and RTB should discuss with the venue if their desired set up is possible while adhering to the guidelines. (See Appendix A).
 - Where applicable rooms need to be an appropriate size to be able to accommodate break-out sessions and group work.
- Where possible, venues with outdoor space should be booked to provide the option of working outside if appropriate.

- A pre-agreed list of what the venue can provide on the day. Including but not limited to:
 - AV and any other equipment required for presenting
 - Hand sanitiser
 - Refreshments such as bottled water
 - Flipcharts and stationary
 - Appropriate rubbish bins
- RTB will carry out a risk assessment for every venue prior to any event. (See Appendix B).
- RTB and the client should have a full understanding from the venue what their cancellation policy is if there was to be another outbreak or lockdown that effected the running of the session/event.

3. Client Guidelines

- The client and RTB should agree on an appropriate venue which meets the above guidelines.
- The client should consider if they have a preference on how delegates register attendance, e.g. would they like to organise digital registration?
- The client should consider if they would like masks to be worn during the event?
 - If masks are to be worn, does this include the speaker/consultant or just delegates.
 - Clients should consider the implications wearing a mask may have on events and training.
- If there is a large group of people attending the event, the client should consider staggered arrival times to avoid a lot of people arriving at once.
- The client should provide a full delegate list with contact details at least three days before the session.
- The client and RTB should discuss and agree a contingency plan in the event of an outbreak that will affect the running of the session e.g. transferring the event to virtual.
- If any planned attendee develops symptoms of COVID-19 or test positive for COVID-19 within 14 days before the event the client should inform RTB and ask the person not to attend the event.
- The client should discuss with RTB a process to be in place in case any attendee of the event develops COVID-19 symptoms during the event.
- If anyone who has attended the session has reported to their organisation they have tested positive to COVID-19 in (within 14 days) the client should inform RTB immediately.

4. Consultant Guidelines

- The consultant should complete a risk assessment (see Appendix B) before the session.
- The consultant will be provided with box containing the following items where needed: hand sanitiser, pairs of disposable gloves, disposable masks, antibacterial wipes, masking tape and pens.
- Handouts and materials must be issued in separate self-contained packs which are set out before delegates arrive.
 - There should be no sharing of any handouts or materials.
 - No materials should be collected back in at the end of the session, the delegates should take them away with them or the venue will dispose of them.
 - Disposable gloves should be worn when issuing materials.
 - Any name badges should be issued at this point too.
- Consultants should mark out breakout/group work areas with masking tape provided in the materials box from RTB.
 - This area should be of the correct size to ensure 2 metre social distancing and where possible consultant should mark out places where individuals should stand.
 - If activities need to take place at reduced social distancing, then additional measures must be in place e.g. wearing masks
- A delegate register must be taken as this essential for track and trace.
- You and the delegates should stay inside the designated room/area as much as possible unless you are outside.
- You should agree ‘behaviour boundaries’ how best for people to leave and enter the room, move around the room, take comfort breaks, mask wearing, etc.
- You must ensure as best as possible that the distancing measures are being followed – including regulating the flow of people entering and leaving the room.
- Wash hands regularly and where possible sanitise when re-entering the venue.
- You must inform RTB if you have any of the symptoms of COVID-19 before you are due to hold the session.
- If you become unwell on the day and start to develop symptoms of COVID-19 you must pause the session and inform the venue and RTB immediately.
- If someone else becomes unwell on the day and starts to report symptoms of COVID-19, you must inform the venue and RTB immediately.

5. Delegate Guidelines

When preparing to attend an event delegates should:

- Review any guidelines specific to the venue and/or their organisation and fully read the delegate joining instructions for the course.
- Ensure they feel comfortable attending an in-person event.
- Inform their stakeholder/organisation if they have any symptoms of COVID-19 and not attend the session.
- Prepare to bring; refreshments such as water, hand sanitiser, any materials requested by RTB or their organisation, appropriate stationary, a mask.

When arriving at an event delegates should:

- Avoid shaking hands or engaging in physical contact with anyone.
- Please inform the venue and the organiser if you have had any of the following:
 - Been contacted by NHS Track & Trace
 - A positive COVID-19 test in the past 14 days
 - Had any symptoms – please see <https://www.england.nhs.uk/coronavirus/community-social-care-ambulance/symptoms-of-covid-19-and-medical-advice/>
- Follow any specific guidance in place at the venue such as one-way systems in place at the venue.
- Swiftly make their way to the correct room and sit in their assigned seat.
 - Waiting in shared areas such as reception is discouraged.
- Arrive at staggered arrival times if this has been arranged.

During an event delegates should:

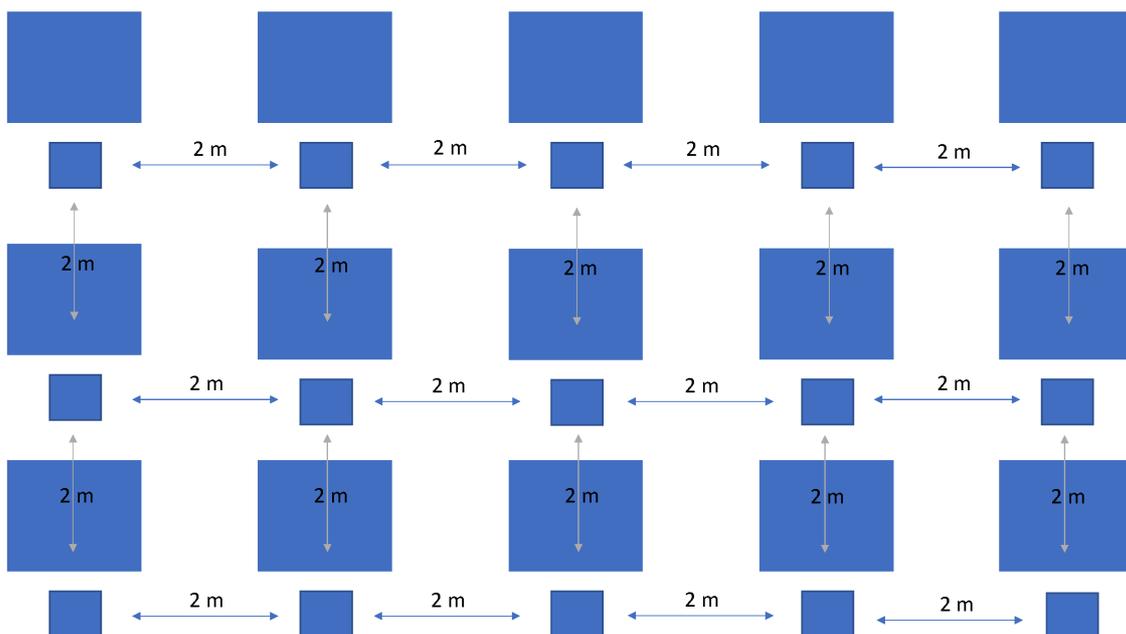
- Always maintain a social distance of at least 2 metres. If social distancing is reduced to a metre for any reason then additional measures must be in place e.g. wearing a mask.
- Wear masks if they feel more comfortable doing so.
- Not share anything with anyone else including materials, stationary, technology, refreshments, etc.
- Wash hands regularly and where possible sanitise when re-entering the venue.
- Wash or sanitise hands after touching anything someone else has touched such as door handles.
- Adhere to any boundary marking during breakout/group work.

- Inform the consultant or another key stakeholder if you start to feel unwell during the session.
 - When doing this the delegate should maintain social distancing and wear a mask if possible.
- If a delegate has tested positive for COVID-19 within 14 days of attending an in-person workshop/event, then they must inform the session leader and their organisation immediately. This includes at any point during 14 days after the workshop/event.

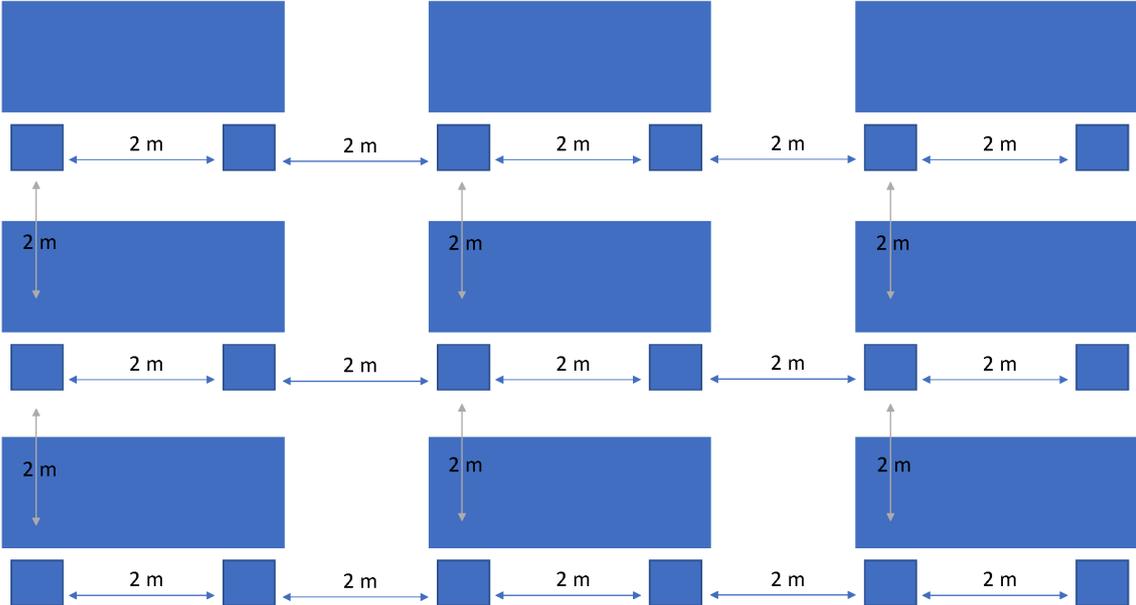
6. Appendix A – Seating Plans

The following plans outline appropriate seating arrangements which abide by current social distancing rules.

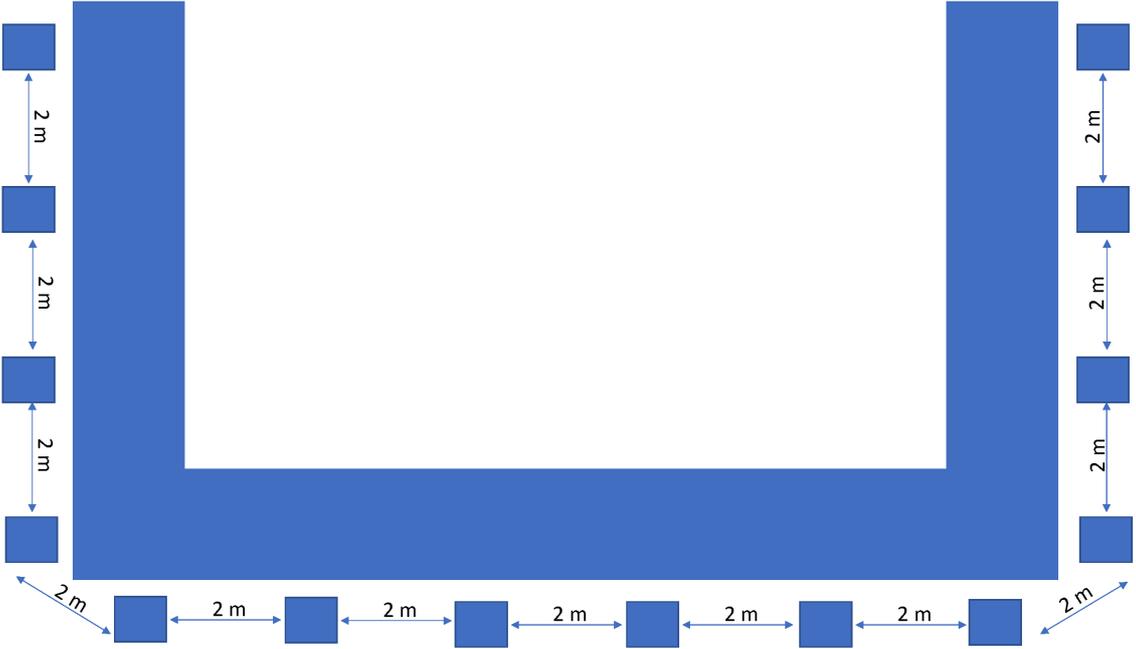
1.



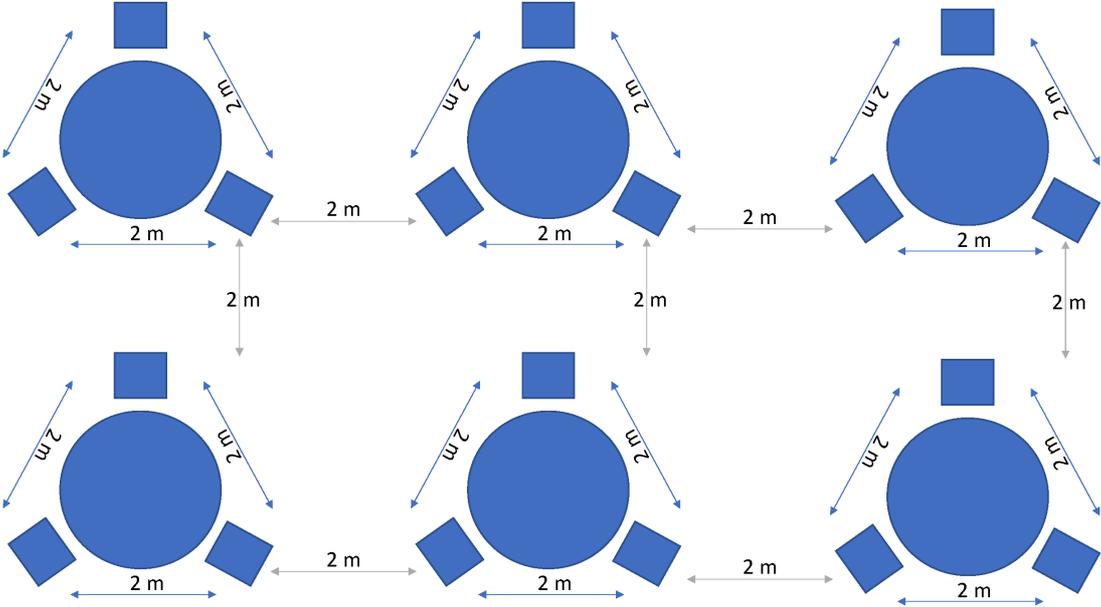
2.



3.



4.



1. Appendix B – Risk Assessment Template

One of the below risk assessments should be completed by either RTB, the client or the consultant ahead of every event/workshop. This is not an exhaustive list, hazards should be added/removed where appropriate. A copy of this risk assessment should be submitted to the venue, client and RTB at least 1 week prior to the event date.

Hazard	What is the risk?	Affected party(s)	Level of risk (High, Medium, Low)	Controls already in place to mitigate risk	Additional actions to mitigate risk (as low as reasonably practical)	Who is responsible for the actions?	Date for actions to be completed by
Persons presenting symptoms of COVID-19							
Spreading of COVID-19							
Increase in infection rate in local area of venue							
Arrival to the venue							
Collaborative learning which cannot adhere to 2 meter social distancing							

Use of public areas e.g. toilets							
Cross contamination of training materials							
Food service							