

	Minimum measures	Considerations for additional measures	Considerations for extreme measures
<p>Protect ALL</p>	<ul style="list-style-type: none"> • Specific Covid RA measures to be in place per show based on industry guidance. • Appoint a responsible person to continually monitor the control measures identified in the Risk Assessment onsite and provide regular feedback • Undertake a density calculation for all phases of the event <ul style="list-style-type: none"> ○ Consider density easing measures such as: one-way flows, separate entry/exit arrangements, staggered access times ○ Use signage/crowd management tools – barriers, floor markings etc to influence crowd behaviour • Undertake an assessment of hygiene measures required: <ul style="list-style-type: none"> ○ Hand washing/ cleaning facilities ○ Clarification of who is responsible for providing what is required to who e.g. Sanitiser Gel/hot water &/or soap ○ Consider risks of cleaning products – allergies/reactions ○ Conduct a PPE assessment for all phases of the event ○ Communicate plan for hygiene & PPE to all parties ○ Assess additional cleaning requirements ○ Stands ○ Public spaces / features / offices ○ Venue facilities ○ Consider core contractors stock cleaning regime • Make or assess Medical plans <ul style="list-style-type: none"> ○ Have a plan for identifying and managing people who may be infected/ symptomatic ○ Have an escalation plan for isolation of anyone showing symptoms onsite - for the symptomatic person, their co-workers and general attendees • Consider touch free arrangements for the following: <ul style="list-style-type: none"> ○ Access arrangements/ registration ○ Payment options (catering, tickets, parking etc) ○ Waste disposal 	<ul style="list-style-type: none"> • Where density calculation is not sufficient to enable an event to run without additional measures consider: <ul style="list-style-type: none"> ○ Increasing gangways ○ One-way systems ○ Increase the spacing in between stands ○ Staggered entry ○ Timed sessions ○ The minimum size stand that can enable safe business to be conducted • Make or assess Medical plans: <ul style="list-style-type: none"> ○ Implement a health check process – temperature/ questionnaire/ self-certification ○ Temperature checks ○ Secondary temperature checks – once the person has had time to cool down. ○ Have quarantine/ isolation facilities • Consider increasing spaces on the show floor for 'meetings' • Specific Covid RA to be required and checked for all stands. • Review methods of influencing social distancing behaviour. • Create an ejection policy for anyone not complying. • Explore and plan additional communication methods for social distancing e.g. tannoys, app alerts. • Consider additional catering options: <ul style="list-style-type: none"> ○ Introduce pre-order and larger collection areas staggered throughout the day on build and break – for contractors and onsite teams (e.g. packed lunch collection slots) ○ Increase the use of pre packed food ○ Provide guidance for exhibitors having catering on stands incl. touch free options. – See more under “Protect exhibitors, visitors and Speakers” 	<ul style="list-style-type: none"> • Have a plan for anyone requiring repatriation or support getting home (not via public transport) • Strong communication methods for social distancing – tannoys • Evac plan for suspected outbreak

	<ul style="list-style-type: none"> ○ Customer service arrangements (orgs office, Service desks – see further examples in protect visitors, exhibitors and speakers) ● Make or assess venue arrangements: <ul style="list-style-type: none"> ○ Catering measures policy to cover queuing, layouts ○ Venue facilities plan to incl. toilets, baby changing facilities to cover queuing, distancing within spaces ○ Evacuation plan that accommodates social distancing where possible ○ Parking plan for additional cars coming to site ○ Possible increased internet requirements onsite ○ Consider multi-tenancy planning arrangements ● Ensure clear T&Cs for all parties ● Ensure full contingency plans in place for an outbreak 	<ul style="list-style-type: none"> ● Implement more frequent cleaning regimes in venue facilities/infrastructure i.e. toilets, baby changing. ● Consider having all goods deliveries to be pre-arranged and managed via logistics team. ● Consider additional ‘stock’ or equipment cleaning requirements such as ‘fogging’ 	
<p>Protect Contractors / build/break phases</p>	<ul style="list-style-type: none"> ● Review and control numbers of workers onsite throughout the build and break phase to meet CDS ● Undertake Stakeholder Production meetings to ensure efficiency of build/break (video conferenced where practical) ● Limit equipment usage by multiple people where possible and provide adequate cleaning/hygiene routines where unavoidable ● Consider how you will facilitate contractor welfare arrangements such as access to catering, facilities without them leaving the venue ● Consider how you will limit the volume of exhibitors on site until contractors have completed the build phase ● Ensure guidelines for current working practises are issued to all contractors in advance and reminders posted onsite (in same vein as Site Rules/CDM tick box process) 	<ul style="list-style-type: none"> ● Ask Contractors to manage travel movements of personnel coming to show site ● Reduce number of contractor companies onsite or managing the flow of people over the build and break phases i.e. micro scheduling ● Consider simplifying stand designs to reduce onsite build times ● Consider scheduling official logistics Co. to work through the night to accept planned deliveries/freight to reduce deliveries and personnel during day shift ● Consider implementing a ‘registration’ system as per open period to manage numbers onsite ● Consider how individual space only stands will manage their schedules ● Multi-tenancy planning meetings to look at commonality/ shared resource opportunities ● Consider movement of freight - consolidation centres? 	<ul style="list-style-type: none"> ● Consider overnight working to separate trades and enable logistics companies to deliver goods to stands ● Reduce changeover required between shows ● Require confirmation of travel movements for contractor companies ● Consider restricting height limits and complex structures to allow for staggered build / break phases

	<ul style="list-style-type: none">• Ensure contractors include Covid-19 considerations within their RAMS• Review additional touchpoints in build/break process i.e. consider no physical signatures / stamps on driver paperwork (similar to a courier company / Royal Mail)	<ul style="list-style-type: none">• Consider one-way freight doors to limit cross over where venues permit• Consider if drivers will need to stay in their cabs throughout the time they are on-site.• Regular sanitising of work equipment, high touch areas, fork-lifts	
--	---	--	--

<p>Protect Visitors & Exhibitors & Speakers</p>	<ul style="list-style-type: none"> • Provide clear communication pre-show & onsite to include organiser and visitor/exhibitor/speakers' responsibilities including: <ul style="list-style-type: none"> ○ Advise exhibitors/stand contractors on the physical distancing guidelines to ensure this is considered in their stand designs ○ Communication around the types of measures that exhibitors can take to mitigate risk to people on their stand i.e. hygiene measures - wiping surfaces, sanitiser options, distancing, shielding, meeting room capacities • Identify key communal areas such as seating areas/features and mitigate risks specifically in those areas • Pre-event meeting with venue and security to identify & manage pinch points • Organisers to evaluate all distribution onsite (e.g. show bags, lanyards, press packs, show guides etc.) and how this can be managed safely, if at all <ul style="list-style-type: none"> ○ Consider digital solutions • Ensure features have mitigation measures in place to include some/all of below <ul style="list-style-type: none"> ○ Reduced build ○ Controlled access ○ Sanitiser on entry ○ Spaced furniture ○ Signage ○ PPE (masks) ○ Sneeze screens ○ Digital 'hand outs' ○ Sufficient space for queuing • Ensure theatres / conferences have mitigation measures in place to include some /all of the below: <ul style="list-style-type: none"> ○ Consider use of microphones and hygiene arrangements ○ If panel sessions are included, ensure these are spaced out 	<ul style="list-style-type: none"> • Visitors – Consider scheduled access times limiting people all arriving at the same time • Explore use registration software to: <ul style="list-style-type: none"> ○ Manage density ○ Inform visitors (via text?) to leave, if they have exceeded their allocated time within the hall ○ Have a traffic light system at entry points to allow/restrict access according to capacity • Additional Theatre/Conference measures could include: <ul style="list-style-type: none"> ○ using tech tools for Q&A in sessions such as slido or similar ○ enhanced microphone options i.e. booms. ○ 'single use' microphones (UV cleaning back at warehouse) ○ pre-recorded content ○ live streaming content to own devices within hall • Consider using digital live signage (incl QR code to app) to inform visitors which areas/features are busy • Explore the possibility to track entry to features / stands via non-touch scanning technology • Consider alternatives to traditional networking receptions • Consider putting in meeting tech tools i.e. matchmaking so that meetings can be controlled more easily • Consider alternative measures for Service points i.e. desks to be in open spaces rather than offices, use of phone or online query tools, ensure event team all aware of basic answers • Consider whether you have an entry criteria that restricts vulnerable persons attending - altogether or on a limited basis (i.e. 1st hour) • Consider arrangements for catering/snacks on stands where high-level food safety standards are observed – e.g. PPE, pre-packaged, limited contact. 	<ul style="list-style-type: none"> • Add a day to event, if possible, to increase potential days available to visitors • Require confirmation of travel movements • Implement compulsory measures for exhibitors i.e. compulsory sanitisers, markings on floor etc • Implement compulsory PPE - masks, gloves etc • Require exhibitors to adhere to one-way system on stand, separate exit/entrance and monitor access to restrict numbers • Remove catering/snack facilities from exhibition stands and speaker lounges
--	---	--	--

	<ul style="list-style-type: none">○ Increase time between sessions to allow managed exit & entry to theatres and cleaning, where possible● Review the profile visitor and exhibitor attendance for vulnerable groups - over 70's, asthma etc	<ul style="list-style-type: none">● Consider implementing as part of the Stand plan approval process;<ul style="list-style-type: none">○ Contractors to provide a layout plan showing specific flow within stand design○ Stand density calcs to be provided and reviewed.○ Check stand density calcs within plan checking process, to be detailed on stand RA to show how they will monitor & manage number of visitors on the stand at any one time.	
--	--	--	--

Protect Event Teams	<ul style="list-style-type: none"> • Minimise numbers of people in organisers offices, and consider introduction of one-way system in & out organisers office if possible • Consider minimising onsite teams generally and look at shift patterns if required • Reduce travel movement of personnel in command/control, pre show and whilst onsite • Consider safety of any group activities • Minimise use of shared equipment/supplies • Have a safe method of rebooking in place - paperless/contactless where possible • Quarantine/ isolation plan for team if someone falls ill or self-report with symptoms, including travel arrangements if sent off site • Assess the need to restrict the onsite attendance of 'at risk' staff e.g. pre-existing medical conditions 	<ul style="list-style-type: none"> • Consider implementing a buddy system • Consider regular health check ins with teams onsite • Look at resource capacity and potentially split into two teams in case one team needs to self-isolate, ensuring there is a hand-over plan in place 	<ul style="list-style-type: none"> • Require confirmation/control travel movements pre show and whilst onsite of events personnel • Enforce the wear of PPE e.g. masks, gloves etc.
Protect events	<ul style="list-style-type: none"> • Create strong knowledge transfer plans • Plan for additional stewards to supplement other crowd density measures in potential crowd hot spots • Frequent checks of WHO, National guidance, Local Government and Authority guidance • Simple communication plan for individuals and companies working and coming to event • Ensure training for key personnel in managing COVID risk 	<ul style="list-style-type: none"> • Explore the use of freelance Ops community to fill in gaps • Research and plan for availability of PPE stocks if escalation plan requires additional measures 	