

COVID-19 - General policy

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This policy is drafted to reflect national guidelines current at the time of drafting and the desire of JULIE ANNE ALLISON (the Provider) and relevant associates/appointees to keep attendees safe. It is to be read in conjunction with the relevant policies of the venue where training events or workshops are to take place. Similarly, it is complementary to and shall not replace other policies of the Provider available on www.mentalhealthspeaker.co.uk.

Compliance with all guidelines in this regard are the responsibility of each individual and are issued in an advisory capacity for all attendees. Venue guidelines must be adhered to.

It is imperative you do not attend should you

- **develop symptoms typical of COVID-19 or have received such a diagnosis**
- **suspect you could be infected, or someone you live with or have been in close contact with, could be infected**
- **someone you live with or have been in close contact with, has developed symptoms of COVID-19 or has received such a diagnosis**

1. Contact with other people

1.1. Attendees are advised to continue to maintain social distancing precautions by keeping two metres away from others or one metre when the risk can otherwise be mitigated.

1.2 The risk of infection can be reduced by staying side-to-side with others rather than directly facing others.

1.3 Venues will take all necessary steps to ensure safety by, but not necessarily limited to, reducing density in meeting rooms and communal spaces. The relevant risk assessment and current policy of the venue will be required prior to the booking of all rooms for training or workshop purposes.

1.4 Wherever possible, windows and doors will be left open in rooms and areas where people are gathered. Other extraction methods may be used where weather or other circumstances prevent this at the discretion of the venue and in accordance with its policies in this regard.

2. Face coverings

2.1 Face coverings are not a substitute for social distancing. Where social distancing is not fully possible at a venue, and should you unknowingly be infected but asymptomatic, it is advisable to wear a face covering which may provide some protection for others with whom you come into close contact.

2.2. Attendees are advised to avoid touching the face, including when wearing a face covering, before and after removing a face covering, and to wash hands with soap and water or an alcohol based sanitiser before and after putting on or removing a face covering.

2.3 Notwithstanding the above, as of 17 November 2020, the wearing of a face mask at events by all staff and participants aged 11 and over when indoors is mandatory, unless they have a reasonable excuse not to wear one or to remove one temporarily or are exempted from doing so. Exemptions apply where it is reasonable to remove a face covering for practical purposes such as the consumption of drinks and food or for the purpose of effective communication.

3. Hygiene

3.1 Venues will ensure health and safety measures are in place in accordance with current national guidelines and will particularly ensure the provision of hand sanitiser, soap and water at all times in relevant locations.

3.2 Attendees should wash hands regularly using soap and water, and dry hands thoroughly.

3.3. It is advisable to use sanitiser especially as you enter a building and after having made contact with surfaces.

4. NHS track and trace data collection

4.1 Venues will be responsible for maintaining relevant staff records including up-to-date telephone numbers and days and times in work.

4.2 Venues may require the names of attendees, contact telephone numbers for each attendee, the date of attendance on their premises and arrival time, and possibly, departure time. A venue may require this information on the day of attendance from individuals or from JULIE ANNE ALLISON.

4.3 All data gathered by JULIE ANNE ALLISON will be in accordance with her current GDPR compliance and Data Protection policies available for viewing and to download from www.mentalhealthspeaker.co.uk

This policy has been approved & authorised by:

Name: Julie Anne Allison

Position: Provider

Date: 31/07/2020

Signature:

Review of Policy: 12/11/2020