



## COVID guidance for IDPE events

*Last updated 26 January 2022*

This guidance covers all 'events' organised by IDPE where persons are physically present in a single location. This guidance complements IDPE's existing health and safety policy.

IDPE is committed to complying with all legislative and statutory health and safety regulations around COVID-19 and COVID-19 safety and risk mitigation is now a key part of the event planning process to ensure the health and wellbeing of staff, volunteers and attendees.

IDPE is committed to ensuring that its events are as safe as possible by:

- Maintaining a current knowledge of government regulations and considerations. All of these will be reviewed and taken into consideration when organising an event
- Briefing all onsite IDPE staff fully on how to minimise the spread of COVID-19 and any event-specific mitigation protocols that have been put into place
- Ensuring that all legislative requirements are met at all events
- Maintaining a full contact list of onsite personnel to include staff, volunteers, suppliers and attendees. Should anyone contract COVID-19 up to 10 days after an IDPE event, they should inform IDPE and IDPE will inform all relevant persons
- Communicating any COVID-specific instructions as part of the event registration process. If instructions/protocols change prior to the event, IDPE will inform all attendees as soon as possible
- Including COVID-19 specific information in the pre-event attendee communication
- Conducting an event risk assessment (this may be done by IDPE or the venue) to ensure that the event is as safe as possible and that all risk mitigation factors have been considered. This will include a review of ventilation, congestion, movement of attendees, crowd density and number of attendees. Where additional measures are deemed necessary, IDPE will work with the venue to implement these
- Requesting a copy of the venue's health and safety/COVID policies
- Recommending that all event staff and suppliers undertake a Lateral Flow Test on the morning of the event
- Supporting any of its staff who wish to wear face masks at an event

IDPE asks that all attendees:

- Do not attend if they display any COVID symptoms or have tested positive for COVID-19. Attendees should consider taking a Lateral Flow Test on the morning of the event, although this isn't mandatory
- Do not attend if they have been advised to quarantine or isolate
- Leave immediately should they develop signs and symptoms of illness whilst at the event, and seek medical assistance as appropriate. The only exception to this is if they need to be transported to hospital for treatment
- Follow all onsite COVID-19 regulations. Each venue is responsible for its own health and safety regulations and if they would like specific details of a venue's requirements, please contact the appropriate IDPE staff member (see below)
- Wash their hands frequently with soap and water during the event and use hand sanitizer if soap and water are not available
- Inform IDPE at [info@idpe.org.uk](mailto:info@idpe.org.uk) should they develop symptoms up to 10 days after the event

These requirements apply to all IDPE events. In addition, there may be additional COVID regulations for specific events. In this instance, event-specific regulations will be issued to attendees prior to the event and it is the responsibility of the attendee to ensure they comply with all stated requirements.

**Whilst IDPE will do all it can to make its events safe, it cannot enforce the taking of Lateral Flow Tests, social distancing or the wearing of face masks as these are not currently legal requirements. We would however ask all attendees to consider the safety and wishes of others when networking and interacting at events and to please provide others with the opportunity and space to socially distance if they wish.**

If you are particularly concerned or have specific requirements, please contact the relevant staff member (see below) prior to registration.

## IDPE contacts

Responsibility	Staff Member	Contact email address
IDPE Annual Conference School Bursaries and Partnerships Conference All face-to-face training, seminars and workshops	Fiona Youngman Events Manager	<a href="mailto:Fiona.youngman@idpe.org.uk">Fiona.youngman@idpe.org.uk</a>
Regional meetings and community forums	Caroline Pix Membership and Engagement Manager	<a href="mailto:Caroline.pix@idpe.org.uk">Caroline.pix@idpe.org.uk</a>
General questions on IDPE's health and safety policies/COVID policies	Vicky Roe Business Manager	<a href="mailto:Vicky.roe@idpe.org.uk">Vicky.roe@idpe.org.uk</a>