



Effective date: 24/11/2021

Document: Commercial Motor Awards 2021 COVID Procedures

Version: 1

## **Summary & contact details**

Commercial Motor a part of DVV Media International, is committed to the safety of all staff and attendees at its events during this time. To support the government strategy in preventing the spread of the virus COVID-19 we must ensure that all events operate as safely and as efficiently as possible in these difficult times.

We have created a document to let attendees know what procedures will be in place in conjunction with the venue and current government advice. The information below outlines:

- The measures which will be put in place for attendee safety
- What attendees are required to do before the event
- What attendees are required to do during the event

*These guidelines should be read and understood by all attendees,*

If any of the information is not clear please contact:

Katy Matthews, Event Operations Manager, [katy.matthews@dvvmediainternational.com](mailto:katy.matthews@dvvmediainternational.com)

## **Attendee health**

In order to reduce the risk of infection as much as possible, **each attendee must provide proof of a negative lateral flow/antigen test.** This should be completed a minimum of 24 hours before the awards ceremony.

Staff based at the entrances of the event will be checking attendee e-tickets and proof of a negative test.

Once you have completed your test please go to the NHS website to log your COVID test result - <https://www.gov.uk/report-covid19-result> You will then receive a text that you can show on arrival.

Additionally we ask each attendee to follow the government guidelines on social distancing and hygiene procedures:

- Wash your hands with soap and water often – for at least 20 seconds
- Cover your mouth and nose with a tissue when you cough or sneeze
- Put used tissues in the bin immediately and wash your hands
- Do not touch your face if your hands are not clean
- Maintain social distancing where possible and be mindful of others

We will be providing hand sanitiser stations and request that all attendees bring a face mask with them. Mask wearing at the event is optional however we strongly recommend the attendees wearing one whilst interacting with staff at the event and whilst moving through crowded areas.

If at any time anyone during the event feels unwell, becomes symptomatic or discovers they have been in contact with someone who has been infected, they will be instructed to:

- Leave the event area immediately
- Inform the event operations team as soon as possible so appropriate action can be taken to reduce risk of any infection spreading

A member of the Event Operations team can be contacted on 07825 134332.

If any attendee tests positive for COVID-19 within 10 days of the event then they must contact the Event Operations team on email at [cmawards@roadtransport.com](mailto:cmawards@roadtransport.com)

## **Before arrival**

### ***Attendee actions***

Before arriving at the event, attendees must:

- Complete a Lateral Flow / Antigen Test 24 hours prior to the event and only attend if they receive a negative result and can provide proof of a negative result
- Log the result on the NHS website and show text on arrival at the venue:  
<https://www.gov.uk/report-covid19-result>

Attendees cannot attend if they:

- Are exhibiting symptoms of COVID-19
- Have been in contact with anyone who has received a positive COVID-19 test in the last 14 days
- Have returned in the last 14 days from a country in which quarantine restrictions need to be followed
- Live in a household with someone who has returned from a country in the last 14 days where quarantine restrictions need to be followed
- Have completed a lateral flow test and received a positive result

## **Arriving at The Vox Centre**

Upon arrival at the venue each attendee will:

- Have e-ticket checked
- Have proof of a negative Lateral Flow / Antigen test checked (test results logged on the NHS app, photograph of test or the test)

Those who do not have proof of a negative test may be asked to complete a test on site or will not be admitted to the event.

Cloakrooms will be available for attendees to use however guests should avoid bringing overnight bags to help the venue minimize queues and crowding.

## **During the event**

Table numbers will be issued to attendees in advance to reduce the impact of large groupings around table plans at the venue. Table plans will still be available to help attendees find their table if needed.

### ***Awards ceremony***

Document: Commercial Motor Awards 2021 COVID Procedures. V01 24/11/2021

Social distancing measures will be introduced onstage for those receiving an award. Winners will be asked to send a **maximum of two people** to the stage to collect the award. Due to social distancing rules we are unable to accommodate any more than that onstage.

### **Further information**

Source: UK Government

Documents: <https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>