

Effective date: 06/10/2021

Document: The Forum for Expatriate Management (FEM) EMEA Summit & EMMAs 2021 COVID Procedures

Version: 1

Summary & contact details

The Forum for Expatriate Management (FEM) 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 then the COVID-19 Attendee Form completed.

If any of the information is not clear please contact:

Heather Austin-Olsen, Head of Events, heather@dvvmediainternational.com

Attendee health

In order to reduce the risk of infection as much as possible, **each attendee must complete our COVID-19 Attendance Form**. This should be completed a minimum of 24 hours before the awards ceremony. Staff based at the entrance of the event will be checking attendee e-tickets, temperature and confirm the Covid-19 form has been received.

The COVID-19 Attendance Form can be found here: <https://emea.forum-expat-management.com/fememea2021/en/page/covid-19-attendee-form>

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. All venue staff and staff at entrance points to the venue will be wearing masks unless they are exempt.

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 or 07786 516 538.

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 events@forum-expat-management.com

Before arrival

Attendee actions

Before arriving at the event, attendees must:

- Complete the COVID-19 Attendance Form - <https://emea.forum-expat-management.com/fememea2021/en/page/covid-19-attendee-form>
- Complete a Lateral Flow Test 24 hours prior to the event and only attend if they receive a negative 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
- Have not completed the COVID-19 Attendance Form

Royal Lancaster Hotel actions

With regard to government's confirmation of the lifting of all restrictions from 19 July 2021, the hotel will continue to follow various COVID-safe protocols that are also widely adopted throughout the UK hospitality industry.

The 3 principles they continue to follow are:

Hygiene

- The hotel maintains a high level of enhanced hygiene protocols in all areas
- Deep cleaning and sanitisation of all public areas and event spaces will take place on a daily basis pre-occupation of the event space
- Increased cleaning protocols during the set-up, rehearsals and event including sanitisation of all high-touch points to include all handrails, doors handles and bathrooms

Ventilation

All public areas and events spaces have a high level of natural and mechanical air-conditioning with fresh air ventilation.

Sanitisation

High traffic areas and touchpoints are sanitised frequently and regularly. Sanitising stations will be available at key locations. In line with current Government guidance, the hotel will continue to produce COVID safe risk assessments for all events. Additionally they will continue to train and communicate with their staff on individual and guests COVID safety.

Arriving at Royal Lancaster Hotel

Upon arrival at the venue each attendee will:

- Have temperature taken
- Have e-ticket checked
- Have COVID-19 Attendance Form checked

Those who have a high temperature may be asked to complete a test on site. Those without an attendance form will not be admitted to the event.

Sanitisation stations will be available as attendees move through the venue and wearing of face masks whilst moving through crowded areas on route to the drinks reception or table will be encouraged.

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

During the event

(Summit, awards ceremony, dinner and after party)

Attendee numbers have been capped to allow for social distancing between attendees at the Summit sessions and exhibition.

Tables and seating within the rooms will allow attendees to have more space when seated. Where possible larger diameter tables have been introduced.

At the awards (EMMAs), table numbers will be issued to attendees in advance and there will be an online programme available with information on who else is attending the event (name, company name and table location) 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

Social distancing measures will be introduced onstage for those receiving or presenting an award and the lectern will be cleaned between presenters. Trophies this year will be given by our gloved helper to each winner. 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.

Royal Lancaster Hotel actions

The hotel will continue to follow COVID-safe protocols during the event which are widely adopted throughout the UK hospitality industry.

- Encouraging guests to still wear face coverings while moving around the public areas of the hotel
- Hand sanitizing stations in the public areas of the hotel.
- Hotel staff to wear face coverings.
- Handwashing and personal hygiene is trained and strongly encouraged.
- Regular cleaning and sanitizing of all areas.
- Air conditioning in all areas with fresh air input and extract in the function suites.
- Encouraging guests to check in with the NHS track and trace QR code – residents and events guests.
- Hotel staff are encouraged to take lateral flow testing every 2 days and are temperature checked on a daily basis when arriving for work.

Effectiveness

As with all safety plans, for it to be effective we all need to be involved, engaged and work together to prevent the spread of the COVID-19 virus. Only by strictly following the plans and procedures put into place can we keep our family, friends and work colleagues safe from this virus. A commitment by all attendees of this event is required to follow the documented procedures and to follow the simple requirements below:

- complete the COVID-19 attendance form
- maintain social distancing where possible
- use hand sanitisers and / or wash hands on entering the building and regularly in line with Government guidelines
- practice good hygiene standards
- do not come to the event if they are currently showing symptoms of the Covid-19 virus or been in contact with someone who has been diagnosed with the virus
- do not come to the event if they or someone in their household has recently returned from a country where they need to quarantine
- wear a mask in crowded areas

Further information

Source: UK Government

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