 

Effective date: 29/10/2021

Document: Airlines 2021 Summit COVID Procedures Version: 1

# Summary & contact details

Airlines 2021, a part of Flight Global, 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:

Ellie Pereira, Event Operations Executive, [ellie.pereira@dvvmediainternational.com](mailto:ellie.pereira@dvvmediainternational.com)

# Attendee health

In order to reduce the risk of infection as much as possible, **each attendee must have:**

* Taken a lateral flow/Antigen test, within 48 hours of event attendance and reported your negative test via the UK government website <https://www.gov.uk/report-covid19-result> and have proof either via the NHS App or NHS text.
* OR have proof of your double vaccination no less than 14 days before attendance
* Completed the Covid-19 Attendance Form -<https://flightglobalevents.com/AirlinesConference/en/page/covid-19-attendee-form>
* Downloaded and read our Covid-19 procedures - <https://flightglobalevents.com/AirlinesConference/en/page/covid-19-guidance>
* Have your temperature checked on arrival

The lateral flow test should be completed a maximum of 48 hours before the summit. Staff based at the entrances of the event will be checking attendee temperature, confirming the Covid-19 attendee form has been received and proof of a negative test/double vaccination certificate no less than 14 days before attendance.

The COVID-19 Attendance Form can be found here: <http://flightglobalevents.com/AirlinesConference/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 other

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

# Before arrival

## Attendee actions

* Taken a lateral flow/Antigen test, within 48 hours of event attendance and reported your negative test via the UK government website <https://www.gov.uk/report-covid19-result> and have proof either via the NHS App or NHS text.
* OR have proof of your double vaccination no less than 14 days before attendance (displayed via the NHS app
* Completed the Covid-19 Attendance Form -<https://flightglobalevents.com/AirlinesConference/en/page/covid-19-attendee-form>
* Downloaded and read our Covid-19 procedures - <https://flightglobalevents.com/AirlinesConference/en/page/covid-19-guidance>

# During the event

* We will be providing hand sanitiser stations and request that all attendees bring a face mask with them.
* Mask wearing at the event is mandatory in public spaces of the venue outside the event space. We also 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 +44(0)7787105989.

**Attendees cannot attend if they:**

* Have a temperature above 100.4 F, 38.0 C which does not go down as this indicates a fever.
* 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.

***QEII Conference Centre actions***

With regard to government’s confirmation of the lifting of all restrictions from 19 July 2021, the venue 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 venue 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 the stair and balcony 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 venue 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

# 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.
* Only attend the event if you have proof of a negative Lateral Flow / Antigen test.
* 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 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 public spaces.

# Further information

Source: UK Government

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