

BOARD CONSULTATION OCTOBER 29-NOVEMBER 9TH 2021

COVID safe guidance for EDF events

**Document adopted by Executive on 26th October, for
Board review**

Purpose

The purpose of this item is to prepare the EDF COVID safe guidance for events which may take place in 2022.

Questions for the Board

- Do you have comments or suggestions on the document?
- Do you adopt the document?

COVID Safe guidance for EDF events

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Prior to the event or travel

Organisers

It is important that EDF ensures the health and safety of all its delegates during the pandemic so no risks should be taken in relation to COVID 19.

- EDF will respect all the public health measures of the host country of the event and aim for highest hygiene and safety standards aligned to World Health Organisation (WHO) guidance. Therefore this guidance will be updated regularly for each EDF event taking place in 2022.
- EDF added new criteria for selecting hotels and meeting facilities through competitive tenders to ensure the meeting places we book apply adequate hygiene protocols:
 - Assessing if the hotel has developed guidelines detailing health and safety COVID-19 measures in line with World Health Organization and National Ministry of Tourism guidelines
 - Assessing if the hotel has capacity to follow through the EDF Covid-19 safety protocols, described below,
- EDF will nominate a member of staff as the single point of contact who will contact local public health teams in the event of an outbreak. All staff and participants will have information about who and how to contact this person.
- EDF will engage with the relevant local authorities early in the planning of the event to ensure any risks can be identified and resolved without delay.
- When possible and required, EDF will hire a health expert that will be the COVID safe focal point for the event and in permanent communication with the EDF staff member mentioned above. This person will oversee the health and safety measures related to COVID 19 and will also be responsible for advising EDF on how to manage if someone falls ill during the event.
- With regards to insurance, participants will be requested to be in order with their own private health insurance. They will be ensured during their travel by the insurance of the travel company. They will also be requested to the full insurance package on travel booking for all COVID related eventualities.

- The registration form for the EDF event will provide detailed information on our health protocol. When people are registering, they will be advised that all Delegates and participants in the meeting, staff and contractors:
 - Follow local and WHO public health guidance
 - Will be asked to demonstrate their COVID 19 vaccination/recovery or PCR status, in line with the [European Green Certificate Scheme](#).

To enter any EDF event participants will need to provide proof of:

- A **vaccination certificate** which proves that the participant has been fully vaccinated against COVID-19. You are fully vaccinated 2 weeks after your last vaccination dose. EDF will accept any official national vaccination certificate.
- A **recovery certificate** which shows that the participant has recovered from COVID-19 in the last 180 days and that you no longer need to isolate.
- A **test certificate** which proves a negative COVID-19 PCR test result. This test should be taken no earlier than 72 hours prior to the event.

EDF will not cover the costs of PCR tests for unvaccinated participants unless there is a medically proven reason for not being vaccinated.

The registration process when arriving to an EDF event will not change, but there will be an extra step in the registration desk where EDF staff members will check on the vaccination certificate from each participant. The badge provided to enter the EDF meeting will prove the participant has one of the above certificates. All participants will need to ensure they wear their badge at all times.

EDF will oblige staff and attendees to stay home if they have tested positive for COVID-19, are waiting for COVID-19 test results, have COVID-19 symptoms, or if they have had close contact with a person who has tested positive for or who has symptoms of COVID-19.

Full information on the COVID safe measures for the event will be shared with all participants on registration, will be visible in the programme of the event online and will be published in the EDF members areas for the event or meeting.

Participants

This guidance applies to everyone taking part in the EDF meeting or event. It includes therefore official delegates to a meeting, personal assistants, staff and service providers.

Each participant will ensure they follow their own government and organisations public health advice for travel. No participant should feel pressured to attend an event and online/remote or written participation options should be available during this period.

Recommendations for participants prior to the event:

- Carry out a personal risk assessment in advance of the event to check you feel comfortable to attend in person for the event,
- Follow public health and travel guidance from your national and local public health authorities, or your own doctor,
- Don't attend an event if you feel unwell or have any symptoms of Covid-19,
- Follow all Covid-safe measures put in place by the event organisers,
- Leave the event if you feel unwell or show symptoms of COVID-19 and inform the organiser or the health focal point,
- Use a face covering in indoor venues and crowded places to protect others as well as yourself,
- Maintain social distancing,
- Continue to wash hands regularly with soap and water, and use hand sanitising stations where available.

During the event or travel

Arrival to hotel / Front office / Check in-Check out procedure / Airport Transportation

- EDF will provide clear information to all participants on travel organised by EDF,

- EDF will arrange airport transfers in vehicles that are thoroughly sanitised internally and externally before each transfer and are equipped with a hand sanitiser. We will ask that drivers should wear a face covering at all times,
- In the case of bus transportation organised by EDF, a dedicated flow must be defined to manage arrival and departure with small groups of participants.

EDF will exclusively work with hotels and conferences venues offering the services listed above

During meetings and events

- At the beginning of each day the Chairperson will ensure that health information is provided; all participants will know who the health focal point for the event is in case they have questions or concerns,
- Conference spaces will be configured to maintain the distance of 1,5 m between seats,
- Hand sanitiser(s) will be available and clearly visible to the participants, right next to the coffee break stations, buffets, and dining tables. EDF staff will announce at the beginning of each meeting day, where these sanitisers can be found,
- Housekeeping staff should thoroughly clean conference furniture, floors, doorknobs, thermostats, and stationary, several times during the meetings (before the meeting, during lunch break, and after the meeting),
- Delegates will choose their seat, mark their place with a name plate, and keep the same seat for each meeting,
- Coffee break and meals set up must comply with the local authority and country regulations – which must include a minimum physical distancing, waiting room area and food safety,
- All suppliers involved in the event, hired by EDF such as speakers and interpreters must be registered before entering the venue and also need to provide a COVID certificate,
- All staff in the venue must respect the hygiene rules in place in the country and venue.

The mandatory use of face coverings during the event will have exceptions for disability related reasons. EDF will place a poster in the registration desk with this information and will keep track on participants in this situation.

EDF will exclusively work with suppliers, including interpreters, hotels and conferences venues offering the services listed above

Restaurants/Guest rooms /Public areas and others

Hygiene protocols in line with WHO guidance should be in place. This includes:

- Service staff should wash hands and wear face coverings, maintaining a safe distance at all times,
- Lunch / Dinner set up to comply with the local authority and country regulations covering minimum required distance, participants per tables or per rooms and food safety,
- Sanitising stations should be available in all public areas of the hotels.

Enhanced cleaning and disinfection procedures should be implemented daily in guest rooms, public restrooms, lifts and all public places

- Disposable face coverings should be available during the whole event on daily basis; EDF will provide sufficient face coverings and transparent face coverings,
- A restricted maximum number of participants in the elevators should be determined, and the sign indicating this number should be placed in an accessible position,
- Access doors will be left open during meal periods, if the door needs to be kept shut, assistance should be provided so participants do not have to touch handles for opening and closing,
- Reserved lunch and dinner hours will be maintained for EDF group, meals will be served in a dedicated area in the restaurant or in a separate room.

EDF will exclusively work with hotels and conferences venues offering the services listed above

After the event or travel

- EDF will reimburse travel and accommodation expenses to those participants that attended the event. If someone needs to cancel due to COVID 19 reasons (having symptoms, testing positive, etc.) then they will be reimbursed on showing their reasons

for not attending with a medical note/ explanatory note. As far as possible, participants in EDF events should take the travel cancellation insurance option when booking.

- EDF will collaborate with the local authorities to facilitate case investigation and contact tracing for event participants, when requested. Therefore, when participating to an EDF event, participants will implicitly accept the tracing.

EDF will include questions on the COVID safety experience in its meeting evaluation so we can assess how we are doing and aim to continuously improve.