

## **Room151 COVID-19 Risk Management Policy & Procedures for In Person Events**

Room151 will follow Government and venue guidelines for in person events to ensure the health and safety of all event attendees and venue staff by reducing infection risk.

This policy appears on our website, Room151.co.uk, in our attendee communication and forms part of the terms and conditions of attendance at the event.

### **Pre-Event**

All attendees will be informed about the COVID-19 risk management policy and must confirm prior to attendance that they have been fully vaccinated (2 jabs) at least two weeks prior to the event and answer negatively to the “venue entry screening questions” the day prior to the conference.

Room151 will send an email with a link requiring them to confirm their status prior to the event and to undertake their own health risk assessment prior to the event.

### **Vaccination Declaration:**

*I hereby declare that I have received both vaccinations for COVID-19 (tick box)*

*I hereby declare that the second of my two jabs was administered on or before 1<sup>st</sup> September 2021.*

If an attendee cannot make this declaration they should contact Room151 ([june.clark@room151.co.uk](mailto:june.clark@room151.co.uk)) for further information.

Should they still wish to attend, the attendee must provide evidence of a negative test taken within the last 12 hours.

Room151 staff will undertake lateral flow tests prior to attending the event. If positive they will not attend the event.

Room151 and the venue will provide signage to remind attendees of safety precautions and plan to steward areas likely to become congested to maintain safe distancing.

### **Venue Entry Screening Questions for All Attendees**

If you answer “yes” to any of the following questions **the day prior** to the event, we respectfully ask you to refrain from attending the event. If none of these items or any local restrictions apply, please observe the guidelines for entry outlined below.

1. Have you experienced symptoms associated with COVID-19 in the past 48 hours, including a cough, shortness of breath/difficulty breathing, chills, muscle pain, sore throat, new loss of taste or smell, or fever above 38° C (100.9° F)?
2. Are you awaiting the results of a pending test for COVID-19 based on suspicion that you may be positive, or do you have any reason to believe you may currently be positive for COVID-19?
3. Have you had close contact with someone in the past 10 days who is being tested for COVID-19, has symptoms compatible with COVID-19, or who must quarantine based on local COVID-19 requirements? Close contact is defined as closer than 6 feet (2m) for a cumulative period of 15 or more minutes (unless a more restrictive standard is required by local guidance/regulation).

4. Are there any local regulations or guidelines (including travel bans, quarantine periods, geographical restrictions, or nonessential work limitations) that forbid your work activity or travel to/from the London Stock Exchange?

### **Arriving at the Event**

Upon arrival at the venue, security will be checking attendees' names against a registration list, checking bags and providing a sanitised security pass and lanyard. Attendees can use the NHS COVID-19 app to log their location with the venue QR code.

Attendees will then make their way to the event registration desk. Attendees will be given an event badge and lanyard. The venue requires the wearing of face coverings when moving around the building. Hand sanitiser will be available.

A cloakroom is available for coats and small items of luggage. Wipes will be provided so that guests can wipe their own belongings on retrieving them from the cloakroom.

*Room151 reserve the right to refuse entry to the event if it is suspected that the attendee has Covid-19 symptoms, or cannot confirm their vaccination status.*

### **During the Event**

Government guidelines continue to recommend that face coverings are to be worn in crowded and enclosed settings. It is not necessary to wear face coverings whilst sitting or during the lunch and networking breaks.

Handwashing/sanitiser use should be undertaken regularly throughout the day.

Personal space should be respected and where possible social distancing of 1m is encouraged.

Attendees may wish to use the NHS COVID-19 app to support NHS Test and Trace. The venue will display a QR code poster, provide hand sanitiser and wipes, and layout the meeting room and networking space to encourage social distancing. Regular clearing and cleaning of surfaces and facilities (toilets cloakrooms, tables etc) will be undertaken. Air-conditioning will be on "fresh air" and on full speed. Where possible doors will be left open to facilitate ventilation and reduce touchpoints.

The venue will undertake all food and beverage services in a Covid secure manner as per the venue policy. Dietary requirements must be provided at least 5 days in advance of the event.

### **Reporting COVID-19 Symptoms During and Following the Event**

In the instance that an attendee arrives feeling unwell or becomes unwell during the day, they will be taken to designated "safe space" and assisted with arrangements to return home to self-isolate in line with **NHS guidelines** unless they need to be transported to hospital for treatment. They will also be advised to take a PCR test and report the result to Room151 asap. If the result is positive for COVID-19, the venue, room151 staff and all attendees will be informed by email asap.

If an attendee subsequently tests positive with a PCR test for COVID-19 within 48 hours of the event they must report it to Room151 (events@room151.co.uk). Room151 will then inform the venue, room151 staff and all attendees by email asap.

Signs and symptoms of COVID-19: fever, new continuous cough, loss of taste or smell, chills, muscle pain, shortness of breath, breathing difficulty, sore throat.

**Room151 Communication**

**Vaccination Declaration** email with link to Survey Monkey to be sent to all attendees prior to the event.

Non-responders to be reminded to complete the Vaccination Declaration or entry to the event may be refused.

All attendees to be given access to the **Room151 COVID-19 Risk Management Policy & Procedures for In Person Events** via link and visible on Room151’s website.

All attendees to be sent COVID-19 **Venue Entry Screening Questions for All Attendees** and a reminder two days prior to the event.

**NOTIFICATION OF CORONAVIRUS SYMPTOMS FROM AN ATTENDEE**

(Form to be completed and given to LSE)

Name and organisation of attendee	
Date of this notification	
Date of attendance to London Stock Exchange	
Name of event attended at the London Stock Exchange	
Date of start of symptoms	
Description of symptoms	
Have you had/booked a Covid-19 tests? If yes, when did you receive the result and what was it?	
Any other information?	

***End of Policy***