

# EVENT SAFETY GUIDELINES<sup>1</sup>

These guidelines assist event organizers and participants to stay as safe as possible in groups.

	Trainers & Event Mgrs...	Participants...
<b>Before the event...</b>		
Don't feel well?	arrange for another trainer to cover your course Ask participants to bring their own pen, paper, etc. in the training notification.	reschedule your attendance and stay home Bring your own stationary supplies and do not share them.
Physical distance...	Check the room arrangements to ensure 1.5 mtr distance between each person in the room... yourself included! Mark walking routes in the room, if appropriate.	Make sure you have a spare mask and hand sanitizer with you.
<b>At the event...</b>		
Arrive 'a point'!		Arrive only 5 minutes before the class. The less time indoors with a group; the safer.
Practice impeccable hygiene...	Wash your hands before you enter the training room! Every time! Wear a mask!	Wash your hands before you enter the training room! Every time! Wear a mask!
If you begin to feel ill during the event...	Leave the room and call for back-up to take over for you.	Leave the room. Go home.
Physically distance...	Ensure that everyone has their own (fixed) seat and do not ask people to move around the room. Remind participants to follow the walking route as laid out. Encourage people to leave as much room between themselves as possible when moving to and from their seats. Ensure each participant only uses their own materials. No sharing. If you must give out stationary supplies (pen, pencil, etc.) Do not accept them back. Encourage your participants to speak quietly. If participants must be put into groups, do not change members within the group. If a participant will not maintain the 1.5 meters physical distance, remind them it is for the good of everyone in the room. If they persist ask them to leave.	Stick to the walking route(s) that the trainer indicates. Keep a constant 1.5 meters distance between every person in the room  Do not share your training material with anyone.  Raise your hand, do not raise your voice. We work with your regular practice groups or practice partners(s). Do not move around. Remember, it is your responsibility to keep others safe.
<b>After the event...</b>	Remind your participants to take their time leaving and to observe a 1.5 meters physical distance.	Remember to stay 1.5 meters from others as you leave the room. If you congregate after the class, try to do it outdoors while maintaining your physical distance.

**Above all, use your common sense and take responsibility.**

- ... If you experience symptoms that indicate Covid-19 infection, don't participate. Stay home.
- ... Stay home if someone in your household has tested positive for, or displays symptoms related to Covid-19.
- ... Symptoms include: runny nose, sore throat, cough, loss of sense of smell, and temperature above 38.0 degrees Celsius, fever and/or shortness of breath.

<sup>1</sup> Adapted from Safety Instructions provided by

