

COVID-19 Safety Guidance for HELOA National Training Events

Despite COVID-19 restrictions being lifted in England, the HELOA UK Committee and Training team are still committed to ensuring maximum safety, comfort and confidence for our members attending physical meetings and training events. Therefore, please follow the below guidance:

1. Delegates attending physical events are asked to provide proof of double- vaccination, a negative lateral flow (taken within 24 hours of arrival at the venue) or natural immunity (a positive PCR test taken within 180 days before the event). You can do this using the NHS Covid Pass, a NHS Test and Trace Covid-19 test notification or a recognised equivalent. Lateral flow tests can be ordered online for free.
2. All delegates will be asked to provide a negative lateral flow test result that has been registered with the NHS upon check in to the conference, unless exempt. Delegates are encouraged to bring their own lateral flow tests with them but the HELOA Training Team will also have a limited supply on site. We also encourage delegates to regularly test whilst at the event.
3. If you are feeling unwell or experiencing any Covid-19 symptoms prior to the event self-isolate, arrange a PCR test and notify the HELOA Training Team that you will be unable to attend. As per our cancellation policy if you test positive or are waiting for a PCR result you are able to cancel your place at the conference and will not be charged. In order to not be charged for your place we ask that you send evidence to training@heloac.ac.uk. This can include the following:

- Positive PCR test
- Evidence from the NHS app that you need to self isolate
- Evidence of a positive lateral flow followed by PCR results (if the lateral flow is taken within 24 hours of arrival at the conference and time is needed to arrange a PCR test and receive the results)
- Evidence of a PCR booking if experiencing symptoms etc.

Please note that your institution can send another member of the team in your place, as long as they are a HELOA member. If this is to be the case please email training@heloac.ac.uk as soon as possible so we can make the required changes.

4. If you develop COVID-19 symptoms during or after the meeting, notify a member of UKC that you will be leaving the meeting, self-isolate and arrange a PCR test. If you receive a positive result, Test and Trace will inform the necessary contacts.
5. If you test positive whilst at an event, government guidance outlines that you should arrange a PCR test and travel home via private transport to self-isolate as soon as possible. If this is not possible, your institution will be liable for any travel arrangements or additional nights accommodation required. We suggest members travel via private transport where possible.
6. Within workshop sessions, social distancing will be observed as much as possible, with seating decreased on each cabaret table. We will also have the tables more spaced out across the room in line with health and safety guidelines.
7. In accordance with government guidelines, face masks will now be required to be worn throughout the event and in all conference sessions unless eating, drinking, exercising or exempt.
8. We recognise that some members may still be conscious of large gatherings and close contact with delegates from other institutions as well as speakers and sponsors. With this in mind we will provide coloured lanyards which indicate your preference for social contact or distance. Please respect the preferences of your fellow colleagues.

Red - Social distancing: please keep a 2-metre distance where possible

Yellow - Proceeding with caution: please allow some distance

Green - Comfortable with social interactions

9. Hand-sanitising facilities will be available within buildings and rooms. Tables, desks, lecterns and surfaces will be cleaned regularly by hotel staff where possible.
10. Members are also encouraged to bring their own hand sanitiser and face masks and by attending conference you acknowledge your personal responsibility for adhering to Covid-19 guidelines.
11. An NHS Test & Trace QR code will be available for members to scan upon arrival. The HELOA Training Team will also be able to take test and trace details for those without QR code-scanning capability. We will comply with requests from Track and Trace for delegate details if necessary.

Please note the above is subject to change based on government guidance for large events and our venues' Covid-19 precautions.

Version 2. - Updated 10 December 2021