



Edinburgh

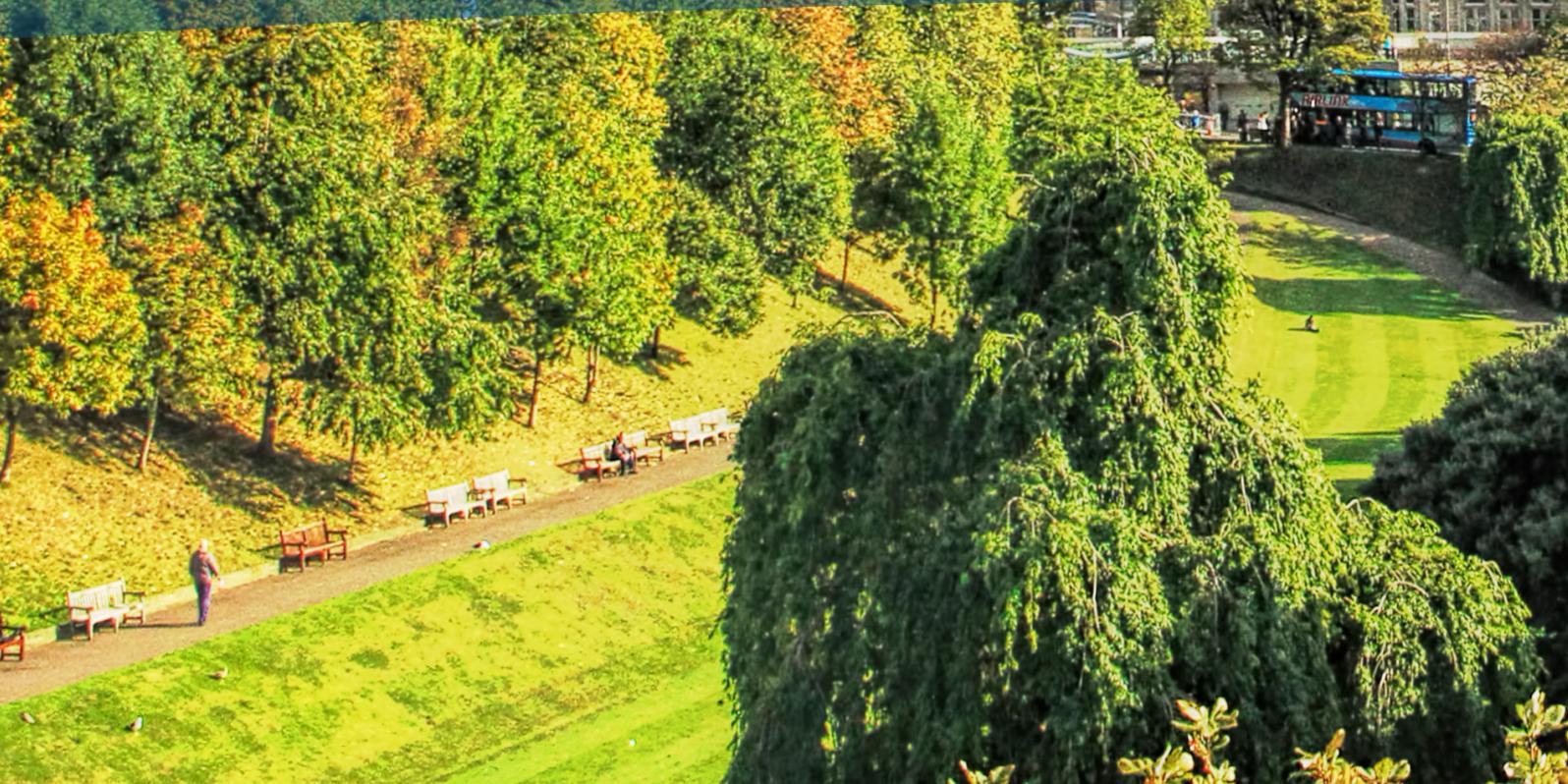
CHAMBER OF COMMERCE

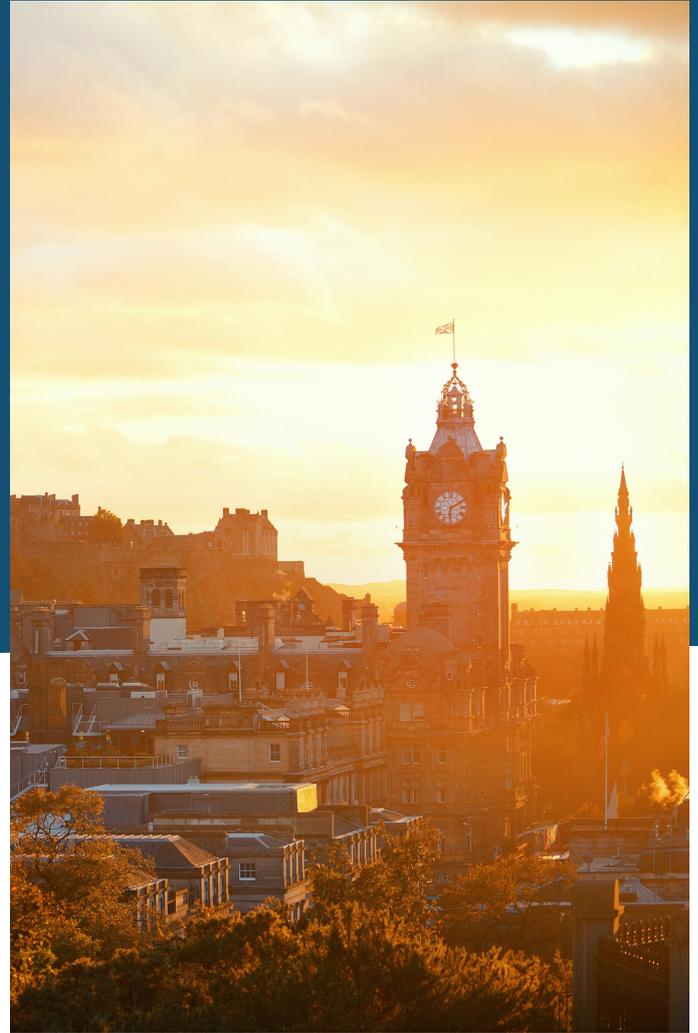


Inspiring Connections



Welcome Back!
Edinburgh Chamber
Covid-19 Event Policy





BEFORE THE EVENT

Our events have a maximum number of participants established in line with Scottish Government guidance for the venues local authority area.

To help ensure our members' and staff's safety, while making sure all the members who would like to enjoy our events can join, we kindly ask that you carefully adhere to the following:

- Do not register for an event if:
 - You are currently feeling unwell or are presenting with any Covid-19 symptoms and the event is less than or 14 days away.
 - You are self-isolating and the event falls during your isolation period
- You can cancel your booking if you are feeling unwell or do not feel comfortable attending the event. If you do need to cancel, please notify us as early as possible so that your place may be allocated to another participant.
- As part of contact tracing, you will be asked to provide a mobile phone number and email when registering, so we can easily get in touch if needed.
- When booking a place at our event, please ensure you give full details of the person who will be attending, as opposed to the booker's name.

Please note that the safety of our staff and attendees is our top priority, so please be mindful of potential changes to our calendar at short notice.



DURING THE EVENT

The Edinburgh Chamber works with trusted suppliers and venues who will be adhering to the relevant Government guidance.

Before any event, Edinburgh Chamber team will visit event venues to make sure the space is appropriate for the event, that all necessary measures are in place and any area of potential concern is identified and efficiently managed.

In addition to the measures put in place by the venue, we are taking a number of additional measures to help us mitigate potential transmission of Covid-19:

Arrival/registration desk:

- Reusable badge holders have been replaced with disposal name-badge stickers.
- Printed lists of participants will no longer be handed out. We email this prior to the event and you will be able to access this during the event via a QR code which will be displayed at multiple points in the venue.
- When at the registration desk, we kindly ask that you do not touch anything, and ask a member of staff if you require any help.



Inside the venue:

- Where necessary, we will institute floor-planning measures, such as one-way systems, separate entry and exit points, outdoor queuing, etc. to manage pinch points. These will be clearly indicated by signage and team members.
- During events where participants are required to sit down (theatre-style or banquet setups), the chairs will be set at an appropriate distance to ensure social distancing. Please do not move them.

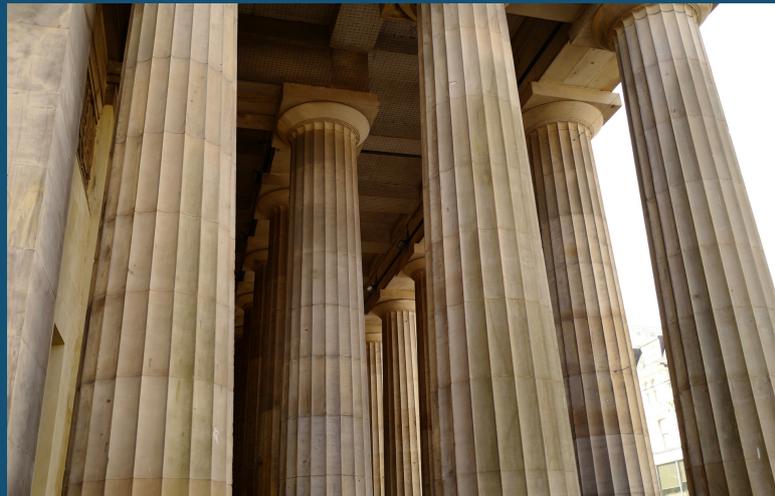
Food and beverages:

- We will continue serving food and drinks at our events where suitable.
- Based on the setup of the event, we will consider options such as individualised and pre-packaged portions and staggered service times to ensure safety and manage participants flow.
- All waiting staff will wear the relevant personal protection equipment and take all other relevant safety measures

To help us keep everyone safe during our events, we kindly ask that you:

- Maintain social distancing when interacting with other participants and staff
- Wear a face covering (unless exempt) while interacting with others, except when you are eating, drinking or seated.
- Do not shake hands.
- Do not exchange business cards. Digital delegate lists will be available with follow up details.
- Use hand sanitiser especially upon arrival, before eating, or after coughing/blowing your nose.
- Do not change any of the room setup.
- Speak to an Edinburgh Chamber team member if you have any concerns during the event.
- Please be respectful of other attendees and social distancing measures throughout the event.





AFTER THE EVENT

- As part of contact tracing, we ask that you inform us if test positive for COVID-19 within 14 days of our events.
- If we are informed of anyone having attended the event testing positive for COVID-19, we will inform all the participants as soon as possible, and make the necessary arrangements in our calendar to cancel potential forthcoming events.
- If an attendee does not adhere to the measures outlined above, they may be asked to leave the event by a member of staff.

We can't wait to welcome you back to our live events! If you have any questions or concerns please contact events@edinburghchamber.co.uk