ORGANIZER`S SAFETY GUIDELINES[1]

These guidelines assist event organizers to ensure that their participants stay as safe as possible in groups.

Before the event…		
☐ 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.
☐ 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.
At the event…		
☐ Practice impeccable hygiene…	☐	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.
☐ 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.
After the event…		
☐ Physically distance...	☐	Remind your participants to take their time leaving and to observe a 1.5 meters 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.*

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[1] Adapted from Safety Instructions provided by and NOBTRA