



### **Guidance for attending events safely during COVID 19**

Although many coronavirus restrictions have eased, regulations and guidance remain in place to help stop the spread of COVID-19. Continue to protect yourself and others by following public health advice and find out the rules on what you can and cannot do below.

It is important that we all use personal judgement to manage our own risk. All of us can play our part by exercising common sense and considering the risks.

While no situation is risk free, there are actions we can take to protect ourselves and others around us when travelling or participating within Ely Centre events.

Following this guidance will help you stay safe, and protect others by controlling the spread. Every action to help reduce the spread will reduce any further resurgence of the virus in the coming months.

#### **Attendance at Ely events:**

1. When you register for the event, please complete the Ely Centre Visitor Covid Health Questionnaire and return it to the relevant staff officer organising the event either via email/post or over the phone at least
2. Continue to Check local guidance and keep updated on how to stay safe and prevent the spread
3. If possible download the NHS COVID-19 app before you travel, if possible, and check in where you see official NHS COVID-19 QR code posters

#### ***You may also wish to consider the following in order to help you to travel safely to and from events:***

- If travelling to an event plan your journey and check your route.
- open or keep windows open for ventilation where it is possible for you to do so
- wash or sanitise your hands regularly
- avoid touching your face
- cover your mouth and nose with a tissue or the inside of your elbow when coughing or sneezing
- dispose of waste safely, including items such as used disposable face coverings

#### ***You must not attend Ely Centre Events at all if you:***

- have been told by the NHS Test and Trace service to self-isolate
- are experiencing any COVID-19 symptoms, even if they are mild
- are self-isolating

If you're fully vaccinated, or under 18 and 6 months, you're not required to self-isolate if you've had close contact with someone with COVID-19.

If you get any COVID-19 symptoms prior to the event, self-isolate immediately and get a PCR test. Please contact the Ely Centre staff officer organising the event.

***Cancellation/Non Attendance and Deposit Return***

If you develop any COVID 19 Symptoms up to 3 days before an event, please contact the staff member responsible for the event.

If you have paid a deposit to attend this event this will be returned to you as soon as possible

*The Ely Centre recommend that face coverings be worn during Ely centre events unless medical exemptions exclude you from wearing face coverings.*



## **Guidance for attending Live and Pre Recorded Virtual Events**

### **The Ely Centre believe that:**

Members should never experience harm of any kind

Members should be able to use Ely Centre virtual events for personal development, but safeguards need to be in place to ensure they are kept safe at all times

### **The Ely Centre recognise that:**

- The online world provides everyone with many opportunities; however it can also present risks and challenges
- We have a duty to ensure that all involved in our organisation are protected from potential harm online
- we have a responsibility to help keep our staff and our members safe online, whether or not they are using the Ely Centre 's network and devices
- All members regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

### **As online delivery increases The Ely Centre require that all those seeking to engage on our online courses and events adhere to the following**

Please ensure that you have registered with the relevant staff officer to attend the event and have received the appropriate digital invitation/ information to log into the event. This information is only for the registered members and not for sharing with others.

#### **For Live Streaming Events**

- Upon logging into events please ensure that your correct name is attributed to your profile.
- You **mute** your microphones during Live Events.
- You turn your camera **on** (unless otherwise directed by the tutor)
- If you wish to ask a question to the online tutor **please raise your digital hand** and when notified by the tutor, please unmute yourself, ask the relevant query. Once asked please mute your profile
- If any issue arises which requires you to leave the meeting, please inform the tutor via the Private Chat option, or inform the Ely Centre staff officer organising the event.

#### **For Pre Recorded Events**

- Please register for the event as usual.
- Please do not leave personal comments under the event invitation or classes, as these could be viewed by all participants.

- If you wish to ask the tutor a message, please contact them directly either through email/messenger or phone number.

### **Online Behaviour**

As with all social gatherings either in person or virtual, the Ely Centre will not tolerate any form of

- **Discrimination**
- **Offensive / Bad Language**
- **Intimidation**
- **Bullying**
- **Harassment**

**This list is not exhaustive and is used for indicative purposes only.**

Evidence of such behaviour if witnessed/ experienced should be reported in line with our complaints policy to the staff member organising the event.

By participating upon Ely Centre Online Courses, through attendance and participation members are acknowledging they will adhere to and ensure implementation of this guidance for the betterment of all.