

# ALL SECURE STANDARD



## OBJECTIVE OF THE PROPOSAL

Our industry is going above and beyond to ensure we protect our colleagues, exhibitors, visitors and delegates. We believe when organised industry gatherings take place again, our program of enhanced measures will provide all with the assurance and confidence that our industries shows and events have health and safety as our number one priority.

We have worked across our industry with all stakeholders groups to ensure the COVID-19 secure measures we have in place are practical, effective and considered best practice for the industry. This should be read in conjunction with advice from PHE/Local Director of Public Health/Local Authorities and the Visitor Economy Guidance [www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy](http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy). Organisations should be including COVID-19 considerations in their risk assessments, and determining the necessary controls specific to their event.

The Government has published the 'COVID-19 Response - Spring 2021' setting out the roadmap out of the current lockdown for England.

The Government roadmap has a four stage plan for getting England out of lockdown, including the earliest dates when each of these stages can happen subject to key criteria being achieved. The timings outlined in the roadmap are indicative, and the Government will be led by data, rather than fixed dates. Before taking each step, the Government will review the latest data and will only ease restrictions further if it is safe to do so. The indicative, 'no earlier than' dates in the roadmap are all contingent on the data and subject to change. The roadmap will be underpinned by regulations. The roadmap sets out to ease restrictions, incrementally, over a period of time. Until those points people must continue to follow the rules set out in law.

Reopening of the visitor economy will vary according to the [steps outlined](#) by the Government.

You can find more guidance that sets out the restrictions that certain businesses and venues in England are required to follow on [www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know](http://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know) and by visiting Government guidance: [www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy](http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy), [www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation](http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation).

Communication between all stakeholders is a critical success factor in this program achieving its overall objective to provide assurance and build confidence for all people who participate in and visit our organised industry gatherings. As a single point of reference, the AEO, AEV and ESSA have achieved this single point of combined reference and cascading of information amongst the sector.

This proposal outlines what measures exhibition organisers, venues and the supply chain are taking to ensure the health and safety of all its visitors, exhibitors, and event personnel in response to COVID-19. How these measures are being implemented, and why it's an important component of the industry's All Secure Standard.

The objective of this document is to provide considerations and guidance as an input into your risk assessment.

Our thanks goes to members of the Cross Association Event Recovery Group, AEO UK Operations Working Group, AEO International Health Safety and Security Group, AEV Event Re-Opens Group, and ESSA Taskforce, along with numerous other contributors including Clarion Events, Informa Markets, and Reed Exhibitions who created the open source document – All Secure Standard, upon which these guidelines have been based.

CORNERSTONES

# ALL SECURE STANDARD

Social  
Distancing



Cleaning & Hygiene



Protect &  
Detect



Communication





WHAT	HOW	WHY
<b>Crowd Density Standard (CDS)</b>	<p>Show organisers can allow for the Crowd Density Standard in accordance with government guidance. By controlling the density, appropriate social distancing can occur by consideration of both the number of people and potential pinch points to determine the number of people in that area.</p> <p>Business Meetings and Events are permitted as follows:</p> <p><b>In Step 1 from 8 March and Step 2</b> - no earlier than 12 April. In-person meetings for work, training or education purposes should only take place where they cannot be delayed or reasonably be conducted remotely. If you intend to host these types of meetings in your facility, you must be able to demonstrate that you have followed this COVID-19 guidance and that social distancing can be maintained throughout the event. Permitted venues, including exhibition and conference centres, can hire out function and event spaces for essential work, education and training, where these events cannot reasonably be conducted remotely. However, you must not host conferences, exhibitions, trade shows, private dining events or banquets. <b>You can find more information in the Visitor Economy guidance section on business meetings and events.</b></p> <p><b>In Step 3</b> - no earlier than 17 May indoor events, organised by a business, charity, public body or similar organisation, can be organised, subject to specific conditions: that they comply with COVID-Secure guidance including taking reasonable steps to limit the risk of transmission, complete a related risk assessment; and ensure that those attending do not mix beyond what is permitted by the social contact limits - in a group of 6 people or 2 households indoors (unless another exemption exists).</p> <p>Large business events will be able to go ahead, subject to the following capacity requirements. Attendance at these events will be restricted to 50% of capacity up to 1,000 people for indoor events, and 50% of capacity up to 4,000 people for outdoor events. <b>You can find more information in the Visitor Economy guidance section on business meetings and events. Or you can view specifics relating to events, appendix 1 of this document, page 13.</b></p>	<p>Organisers ability to follow the Crowd Density Standard illustrates our commitment to prioritising health and safety first while enabling successful interactions among our audiences.</p>
<b>Registration</b>	<p>Through an increased use of technology, our industry will provide means to minimise queuing and contact during the registration process. The use of mobile and digital technologies can facilitate seamless and contactless access upon entry and exit. Additionally, digital credentials can eliminate physical badges and lanyards where appropriate and enable contact tracing.</p>	<p>Encouraging advanced, online registration provides an achievable means to minimise onsite contact at a number of touch points. That effort combined with the reduction of queues, allows visitors to enjoy a safe and enhanced experience where their time onsite is maximised for effectiveness.</p>



WHAT	HOW	WHY
<b>Staggered Admission</b>	Some event formats could be divided into time slots across the days of their occurrence. Show organisers provide the ability to facilitate visitors' attendance during a designated time slot in order to evenly spread the attendance to allow adherence to social distancing guidelines and minimise contacts. Controls over the maximum number of visitors can also be set.	By staggering admission each audience can enjoy a safer and more seamless experience. Our exhibitors can enjoy full, productive days throughout the event. Our visitors can plan their time in advance and have the option to reduce their costs and travel if desired. Predictable and traceable audience patterns also gives us better insights into attendee flow, a key piece of feedback often expressed.
<b>Enhanced Quality of Visitors</b>	Show organisers can work to ensure the <b>highest quality of visitors</b> are present at organised industry gatherings. With opportunities to vet visitors through matchmaking, registration and exhibitor feedback, we hope to maximise all interactions with the highest quality of visitor while maintaining social distancing guidelines.	Combined with staggered admission, the enhanced quality of visitors can maximise everyone's time at the event. With the opportunity to vet through a series of measures, exhibitors will be assured visitors present are there to conduct business and make purchasing decisions.
<b>Floor Planning</b>	Looking at solutions such as one-way visitor traffic could create a logical flow through venues. This can prevent bottlenecks in addition to cross walking, keeping social distancing guidelines at all times. Event floors can be demarcated to communicate the monitored flow. Aisle widths could also be increased to achieve above the CDS standard.	A prescribed flow through event venues helps visitors and exhibitors to safely maintain social distancing requirements. Entrances and exits can follow the same one way traffic to follow the logical flow. These traffic flows allow for proper spacing to be maintained and easily monitored, all of which contributes to our enhanced healthy and safety standards.
<b>Visitor Transportation</b>	All <b>travel to and from the show</b> can follow the CDS where required. Organisers can work with venues and suppliers to provide options for visitor shuttles between venue, hotels, and transportation hubs to reconfigure to ensure social distancing is maintained.	In coordination with staggered admission, visitor transportation on-site can follow a predictable pattern which allows us to properly plan for transportation needs. By working with venues to follow the CDS, visitors safely maintain CDS guidelines while shuttling between the venue, hotels, and transportation hubs.



WHAT	HOW	WHY
<b>Set Up &amp; Break Down</b>	In cooperation with our venue partners, show organisers can provide enhanced guidelines to assist contractors in the set up and break down of events to follow social distancing, hygiene and cleaning guidance. Covering items such as exhibitor freight, personnel, shared equipment, appropriate protective clothing and high touch point areas, these measures can be provided in detail to minimise risk where it would be beneficial.	From the first to last moment of organised gatherings, organisers can partner with all stakeholders, especially venue partners, to provide enhanced guidelines to contractors to prioritise health and safety. The set up and break down processes can be detailed for each control in place to provide a best practice guide.
<b>Conference Rooms</b>	With recommended density and seating arrangements for a variety of room sets, <b>all conference and break room seating can follow distancing guidance</b> . Show organisers will provide hands-free technology where possible in addition to streaming sessions to virtual attendees to aid in the facilitation of sharing information. Rooms can be cleaned between sessions.	A key element of events and conference, material will continue to be shared to push our industries forward with new knowledge, best practices, and approaches. Enabling the sharing of information in new seating arrangements and through digital channels can broaden the audience reach to expand the impact. Connections can be made on and off site to facilitate continuous learning and interaction.
<b>Eliminating Handshakes</b>	Show organisers will recommend the <b>elimination of handshakes</b> at organised gatherings in accordance with government guidance. This recommendation will be reinforced with on-site signage and announcements in addition to proposed, alternative methods of greetings. Signage and announcements to also cover social distancing and hygiene.	By recommending the elimination of handshakes on-site, show organisers follow the government guidance. With alternative means of greetings offered, we hope to minimise the spread of infections as much as possible. On-site signage and announcements will reinforce the recommendation in effort to prioritise everyone's health and safety.
<b>Food &amp; Beverage</b>	<p>Venues and catering partners will look to provide food served pre-packaged or in closed containers. Where possible, food and beverage should be ordered in advance. Seating areas may be eliminated or can be arranged to follow the CDS. Minimise contacts around transactions, for example, considering using contactless payments. UK Guidance for takeaways can be found here (<a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a>).</p> <p>Whether outdoors or in indoor venues: Businesses selling food or drink including alcohol must ensure that customers only consume food or drink while seated and ensure that those attending do not mix beyond what is permitted by the social contact limits. Alcohol, food and drink must be ordered by, and served to, customers who are seated. This means that a business that sells alcohol must introduce systems to take orders from seated customers, instead of at a bar or counter. This applies where there is a seating in an adjacent area to an outdoor stall or outlet that is serving food and drink, and customers will be using it.</p> <p>Continued on page 6</p>	Our sectors commitment to health and safety expands to food and beverage where every effort is being made to minimise risk. By eliminating buffets and open service options, a stricter control for food safety can be provided. Combined with seating arrangements following the CDS, food and beverage can be enjoyed at a higher level of service for our audiences.



WHAT	HOW	WHY
<b>Food &amp; Beverage</b>	<p>Where the sale of alcohol is not offered, customers will need to be seated when eating but can order food from the counter. If there is no seating available, the stall or outlet will be providing a take away service. The customer can order their food and drink including alcohol to eat and drink anywhere in the outdoor setting.</p> <p>Further guidance on these restrictions can be found in Government <a href="#">Hospitality</a> guidance Page 6 Replace from the 1st paragraph of the Social Functions section with:</p> <p>The government is permitting the measured reopening of business events such as conferences, exhibitions, conventions, and consumer/trade shows in In Step 3 - no earlier than 17 May. Event organisers and venues must complete COVID-19 risk assessments, and take into account all of the Covid-Secure guidance outlined in this guidance including capacity caps on page 3.</p> <p>When organising and running business events, the wider rules apply in the following ways:</p> <ul style="list-style-type: none"><li>- People who are working at the meeting/event or are attending the meeting/event for the purposes of their work are not bound by the rules on social contact. However, people should attend larger events either alone or in groups as small as possible and should avoid mixing and switching between groups wherever possible, and should adhere to all risk mitigation identified for that event.</li><li>- People who are neither working at the event nor attending the event for the purposes of their work must adhere to social contact rules. This may be the case if, for example, you are attending a trade show or exhibition as an individual consumer.</li><li>- Social distancing must be maintained between people who don't live together, and all attendees should limit contact with others wherever possible, including with those working at the event where possible and appropriate.</li><li>- Events must not contain social networking elements such as receptions, and private dining and banqueting events remain prohibited. Event organisers should consider limiting the sale of alcohol at events; where alcohol is sold, all restrictions for hospitality venues must be followed.</li></ul>	



WHAT	HOW	WHY
<b>Social Functions</b>	<p>The government is permitting the measured reopening of business events such as conferences, exhibitions, conventions, and consumer/trade shows. Event organisers and venues must complete COVID-19 risk assessments, and take into account all of the Covid-Secure guidance outlined in this guidance including capacity caps on page 3.</p> <p>When organising and running business events, the wider rules apply in the following ways:</p> <ul style="list-style-type: none"> <li>- People who are working at the meeting/event or are attending the meeting/event for the purposes of their work are not bound by the rules on social contact. However, people should attend larger events either alone or in groups as small as possible, should avoid mixing and switching between groups wherever possible, and should adhere to all risk mitigation identified for that event.</li> <li>- People who are neither working at the event nor attending the event for the purposes of their work must adhere to social contact rules. This may be the case if, for example, you are attending a trade show or exhibition as an individual consumer.</li> <li>- Social distancing must be maintained between people who don't live together, and all attendees should limit contact with others wherever possible, including with those working at the event where possible and appropriate.</li> <li>- Events must not contain social networking elements such as receptions, and private dining and banqueting events remain prohibited. Event organisers should consider limiting the sale of alcohol at events; where alcohol is sold, all restrictions for hospitality venues must be followed.</li> </ul> <p>For further guidance see:  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy</a>.</p>	<p>Organisers offer the capability to follow a more conservative approach than the guidance of global and country governments and organisations with our Crowd Density Standard. All social functions included at events can follow the CDS standard while delivering as many components virtually as possible, further illustrating our commitment to prioritise health and safety first.</p>
<b>Monitoring &amp; Control</b>	<p>Show organisers can appoint &amp; train personnel, who will be responsible for ensuring the Social Distancing Cornerstone is followed at each event and the latest information and updates are shared with the appropriate teams and stakeholders.</p>	<p>With a specific resource identified and trained, for adherence to the Social Distancing Cornerstone, we can establish accountability. By sharing information, updates, and best practices within the industry, we can build teams with subject matter expertise in order to assure the continued health and safety of our audiences.</p>





WHAT	HOW	WHY
<b>Venue Enhanced Cleaning</b>	Venues hosting organised events can provide an <b>enhanced clean</b> prior to moving in and again before the event opens.	Venues will provide enhanced cleaning both before build up and the opening of show floor to ensure a safer environment for visitors.
<b>Cleaning Regime</b>	Every venue can offer a visible, enhanced cleaning regime. Cleaners are offered protective clothing on a risk assessed basis. There can be an increased focus on key touch points, including restrooms, food and beverage areas and help points. This should reflect current UK government advice which is to use normal household disinfectant ( <a href="http://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> ). More detailed information on cleaning is also available in the Visitor Economy guidance <a href="http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy">www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy</a> .	Enhanced and visible cleaning regimes throughout the event and particularly in key areas can provide a visible representation of the industry's dedication to health and safety.
<b>Stand Cleaning</b>	Exhibitors can <b>clean</b> their respective stands and exhibits regularly throughout the event. At the events' discretion, the use of sampling and distributing physical, promotional materials may be prohibited in favour of all materials being shared <b>digitally</b> .	With instructions and guidelines of how to regularly disinfect their exhibition stands, exhibitors can contribute to our full plan of micro and macro cleaning efforts. The elimination of physical materials in favour of sharing promotional items physically can also contribute to sustainability efforts in addition to minimising risk and contact between people.
<b>Hand Washing Sanitiser</b>	UK Government advice is to wash your hands regularly via the provision of hand washing facilities. To supplement this, hand sanitiser stations can be positioned at key locations throughout the event, including restrooms, food and beverage locations, and conference rooms, with regular use encouraged to all visitors and exhibitors.	UK Government advice is a preference to provide hand washing facilities and wash your hands regularly, with accompanying signage. In addition, show organisers & venues are committed to make hand sanitiser stations readily available throughout our event spaces, particularly at key locations.
<b>Waste Management</b>	The collection and removal of waste receptacles can be increased during events in order to minimise risk. <b>Specific waste bins for mask disposal</b> can also be provided and clearly identified, with a proposed schedule to regularly disinfect the waste receptacles themselves.	Organisers can designate specific waste bins for mask disposal in addition to increasing the frequency of the collection and removal of waste. The waste receptacles themselves can also be regularly disinfected. These efforts follow recommendations and advice of the UK Government.
<b>Conference &amp; Seminar Rooms</b>	Shared equipment within conference rooms can be removed, including stationary and hand held microphones. All equipment, including audio and visual, can be <b>cleaned between each use</b> , and conference rooms should have an increased cleaning schedule throughout the day.	A key element of our events, conference material will continue to be shared to push our industries forward with new knowledge, best practices, and approaches. Enabling the sharing of information in new seating arrangements and through digital channels can broaden the audience reach to expand the impact.





WHAT	HOW	WHY
<b>Venue Ambient Environmental Controls</b>	In coordination with our venue partners, organisers could look to ensure that the proper ventilation, temperature, humidity, UV air purification controls, etc. are in place. Reduced exposure can be based on the ability of filters to remove particles that contain viruses. The aim is to ensure good ventilation which is a secondary infection control measure.	The aim is to reduce exposure to harmful particles. Where applicable filter should be properly installed and maintained in appropriate systems to treat recirculated air, and filters should be appropriately designed for the building in which they are used.



WHAT	HOW	WHY
<b>Contact Tracing</b>	<p>Through the use of organisers' data, including ticketing, registration, mobile apps and other third party providers, we can offer assistance to the proper authorities subject to compliance with data privacy agreements. The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace. You should assist this service by keeping a temporary record of your customers and visitors for 21 days, in a way that is manageable for your business, and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks. Government will work with industry and relevant bodies to design this system in line with data protection legislation, and set out details shortly.</p> <p>Organisations must: Ask at least one member of every party of customers or visitors (up to 6 people) to provide their name and contact details.</p> <p>Keep a record of all staff working on their premises and shift times on a given day and their contact details.</p> <p>Keep these records of customers, visitors and staff for 21 days and provide data to NHS Test and Trace if requested.</p> <p>Display an official NHS QR code poster from 24 September 2020, so that customers and visitors can 'check in' using this option as an alternative to providing their contact details.</p> <p>Adhere to General Data Protection Regulations. Further guidance can be found here: <a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a>.</p>	<p>With the latest advances in technology, show organisers can offer assistance to the proper authorities in contact tracing through use of mobile third party providers, including Google and Apple. Should a positive diagnosis occur, the infected individual can report the diagnosis within the app which will in turn alert those individuals they have come into contact with and offer the proper next actions to take.</p>
<b>Face Masks</b>	<p>Organisers may ask for face coverings to be worn by each person entering the event space. It is a recommendation that face coverings should be worn in indoor spaces, especially crowded areas. Note, the only current UK Government requirement is to wear face coverings on public transport. Social distancing and hygiene are primary measures.</p> <p>From the 24 September it will be law for staff and customers to wear face coverings in retail and hospitality venues, except when eating or drinking (or because they are exempt). Businesses must remind people to wear face coverings where mandated.</p>	<p>Social distancing and hygiene are the primary measures to be used to mitigate against the risks of COVID-19.</p>
<b>Enhanced First Aid &amp; Medical Support</b>	<p>Organisers' events can also offer an <b>increased</b> number of First Aid stations located throughout the event with <b>enhanced</b> medical support available.</p>	<p>First Aid stations offer enhanced support by local medical authorities and personnel. While at an event, signage will indicate where to go for expert medical attention in the event of any illness.</p>



WHAT	HOW	WHY
<b>Separation Screens</b>	Where social distancing can't be maintained, further increasing the frequency of hand washing and surface cleaning, keeping the activity time involved as short as possible using screens or barriers to separate people from each other using back-to-back or side-to-side working (rather than face-to-face) whenever possible reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).	Events can also include separation screens in areas of interaction. This measure to physically separate and increase distance between people can contribute to the All Secure Standard and organisers' commitment to the health and safety of visitors and exhibitors.
<b>PPE</b>	Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited.	Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.
<b>Emergency Response Plans</b>	<b>Emergency Response Plans</b> have been updated to include processes for possible COVID-19 incidents, both confirmed and suspected. In addition to a hygiene subject matter expert, Operations and event teams on-site follow government advice in relation to cleaning after a suspected case <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> .	With a specific resource identified, trained, and measured for adherence to the All Secure Standard, accountability will be established. Emergency Response Plans have been updated to include processes and protocol for possible COVID-19 incidents, both confirmed and suspected, and will be followed as needed.
<b>Covid-19 Alert Level</b>	Organisers provide an update on the current infection rate including up to date epidemiological input from published data, in advance of each event. This assessment can broadly communicate the assessed risk associated with an organised industry gathering occurring.	Transparently communicating the results of the current infection rate helps us and visitors feel confident with the event moving forward and shows our commitment to transparency.



WHAT	HOW	WHY
<b>Show Website, Apps, email &amp; SMS</b>	The organiser, venues and suppliers All Secure Standard and four Cornerstones can be <b>communicated for each event through all channels</b> , with the specific details available on the show website and app and immediate or urgent messages sent via SMS.	Communication is a critical success factor in this programme achieving its objective to build confidence for all people who participate in and visit our industry events. The All Secure Standard and four Cornerstones can be communicated for each event through all channels, with the specific details available on the show website and app and urgent news via SMS and email.
<b>Exhibitor Manuals</b>	<b>Exhibitor Manuals</b> can be updated to include the components of the All Secure Standard with specific details of what exhibitors need to execute the enhanced safety and hygiene measures.	A key reference guide, Exhibitor Manuals can be updated to include all the appropriate All Secure Standard details for exhibitors. A single source of information, this manual could be the go-to for referencing frequently asked questions, standard operating procedures, and our new, enhanced measures to ensure our colleagues, exhibitors, visitors and delegates are protected.
<b>Event Signage</b>	<b>Event signage</b> can include common signs and symptoms of COVID-19 as communicated by the appropriate medical and health authorities as well as actions to take if necessary. The signage can be displayed prominently in all common areas of the event.	Organisers' programme of enhanced measures provides assurance and confidence shows and events have health and safety as our number one priority, including opportunities to prominently display event signage with common signs and symptoms of COVID-19.
<b>Public Addresses During Show</b>	Throughout events, public addresses can repeat messages about the importance of following government guidelines.	Organisers can work collaboratively with our stakeholders to ensure the measures we have in place are practical, effective, and considered best practice. Part of this effort can include public addresses repeating messages about the importance of maintaining social distance and washing hands.
<b>Pre-Show Messaging</b>	<b>Messaging in advance</b> of the industry organised gatherings can communicate key pieces of information, including updates from global and local health organisations, show admission policies, hygiene briefings and health protection measures, among other items.	By communicating to stakeholders in advance, organisers are helping to ensure proper expectations are in place, especially with regards to updated or new policies. Pre-show messaging can include health organisation updates, show admission policies, hygiene briefings and health protection measures.

# Appendix 1

## Step 3 - Specific to events

From Step 3 (no earlier than 17 May), the following will apply.

**Permitted venues (including conference centres and exhibition halls) may host business events** such as conferences, trade shows, exhibitions, charity auctions, private dining events such as charity or gala dinners and awards ceremonies, and corporate hospitality. Events permitted from Step 3 should follow all COVID-secure guidance, adhere to all legal requirements, and take all reasonable action to mitigate risk to public health.

### Capacity caps apply to events taking place at Step 3:

- 1,000 people or 50% of a site or venue's capacity (whichever is lower) at indoor events.
- 4,000 people or 50% of a site or venue's capacity (whichever is lower) at outdoor events.
- Capacity restrictions should be adhered to at any point throughout the event. For example, a business event can admit over 1,000 people in a single day, but no more than 1,000 people at one time.
- Multi-day events are permitted. If an event runs over the course of multiple days, no more than 1,000 people should be admitted at any one time over that period.
- If a single venue hosts multiple different events at one time, and the attendees of each event are separated for the duration of the event (for example, an exhibition centre hosting multiple business events), the 50% capacity cap will apply to each individual event, rather than the venue.

Capacity limits refer to the event attendees only. Staff, workers and volunteers are covered by the work exemption so should not be counted as part of the capacity cap. This includes:

- Contractors
- Administrators
- Delivery staff
- Operational teams (such as reception, maintenance, cleaning security & stewarding and ticketing staff)
- Caterers and concession stand staff
- Presentation/production teams
- Exhibitors, speakers, musicians and performers

The legal gathering limits apply to attendees at business events. People can attend in a group of up to 6 people or 2 households/bubbles at indoor events, or in a group of up to 30 people at outdoor events. They must not mix with people from outside these groups (unless an exemption applies).

People can attend business events in larger groups if it is reasonably necessary for work purposes that everyone in the group attends together. However, in those circumstances, people are still encouraged to attend either alone or in groups as small as possible, and must avoid mixing and switching between groups. People should adhere to all risk mitigation identified for that event, and maintain social distancing from people they do not live with (or share a bubble with), wherever possible.

These measures are intended to allow the measured reopening of the business events sector, in order to allow activity such as business-to-business engagement or business-to-consumer trade. As people should still work from home where possible, we encourage businesses not to hold business events for the purposes of gathering staff if it is not essential (such as optional staff away days).

Catering can be provided at meetings and events held for essential work, education and training purposes. At Step 3 (no earlier than 17 May), catering can also be provided for permitted events, such as business events and private dining. You can find more information in the [section on hospitality](#).

### What you should do:

- **Assess the capacity of the venue/site to determine whether the capacity cap of 50% or the relevant number cap applies.** This assessment must determine the numbers the venue can safely accommodate to enable social distancing within any space. This will vary depending on layout or usage and ventilation. This will require taking into account the total floor space of the area where the event is being held, as well as pinch points and busy areas. Where a building is mixed-use, for example a conference hall inside a hotel or museum, the capacity of the area where the event is taking place should be calculated rather than the capacity of the entire venue.
- **Encourage delegates to use hand washing facilities or hand sanitiser (where washing facilities are not available) as they enter the premises,** to reduce the risk of transmission through touching products or surfaces. Determine a regime for checking and refilling sanitation facilities in anticipation of increased usage, for example by making sure hand sanitiser supplies are regularly checked in high-footfall areas.
- **Consider ways to manage groups of visitors,** for example splitting delegates into smaller groups to manage entry and exit (colour-coding groups can help with routes and signage) and staggered lunch or break times. Ask customers to attend events in groups as small as possible. Take reasonable steps to ensure that anyone who is not attending the event in a work capacity adheres to the relevant rules on household mixing.
- **Consider providing (or recommending the purchase of) name tags** and a badge holder for business cards, to avoid the exchange of business cards.
- **Consider the cumulative impact of many venues reopening in a small area.** This means working with local authorities, neighbouring businesses, travel operators and Local Transport Authorities to assess this risk and applying additional mitigation. These could include:

Continued on page 14

# Appendix 1

## Step 3 - Specific to events...continued

- Further lowering capacity - even if it is possible to safely seat a number of people inside a venue, it may not be safe for them all to travel or enter that venue.
- Staggering entry times with other venues and taking steps to avoid queues building up in surrounding areas.
- Arranging one-way travel routes between transport hubs and venues.
- Advising patrons to avoid particular forms of transport or routes and to avoid crowded areas when in transit to the venue.

## Catering and hospitality for meetings and events

- Catering can be provided at meetings and events for essential work, education and training purposes. At Step 3 (no earlier than 17 May), catering can also be provided for permitted events, such as business events and private dining.
- You should ensure that food and drinks can be consumed in line with safety and social distancing requirements. Arrange specific areas for food and drink provision such as lunches, teas and coffees (serve catering in the room where the meeting is taking place if possible, otherwise in a specific designated area), encourage visitors consume food and drink while seated, manage visitors to avoid crowding (for example, by organising delegates into groups), and arrange seating and tables to allow for social distancing (2m, or 1m with risk mitigation where 2m is not viable) to be maintained, where possible. You should also use clear messaging on when face coverings should be worn. You can find more information in the section on [face coverings and PPE](#).
- Business meetings in hospitality venues: if delegates are moving to a restaurant area for catering, or are having a working meeting in a restaurant or other hospitality venue, the rules on hospitality provision at each step of the roadmap apply. You should follow the [guidance for restaurants, bars, pubs and takeaway services](#), including any relevant measures such as table service requirements and providing clear messaging on the wearing of face coverings. Managing staggered entry and exit out of rooms, and staggered lunch or break times is advised.
- These rules allow the provision of catering and hospitality for business, work, education and training purposes. They do not extend to activities that are social in nature. If a permitted meeting or event changes into a primarily social gathering, it can only take place within the wider social contact and indoor hospitality restrictions (in groups of up to 6 people or 2 households/bubbles indoors, or up to 30 people outdoors).

The AEV, AEO and ESSA trade associations are managed by the EIA secretariat. EIA advocates that members of all three associations work within or beyond the requirements of UK law. Where a British standard, HSE guidance, approved code of practice, other central or local government guidance or examples of case law suggest that specific working methods or standards are needed to meet the requirements of UK law, the EIA advocates that members adopt these.

In instances where groups of members wish to collaborate on finding alternative, but equally as safe, methods of work that they feel are more suited to the operational constraints of the event industry than those described elsewhere, the EIA will facilitate that collaboration and any benchmarking or HAZOP activity that is required, advise members of their specific duties and liabilities and where requested publish their findings.

The EIA cannot and does not however officially advocate any standard or working practice other than those produced by HSE, BSI or other government agencies and offices, whether published within the guidance or not, and reminds all organisations, members and non-members alike, that it is their individual responsibility to assess the risks of their work and to establish practices that comply with the law and that prevent work related injury and ill-health.