

## COVID-19 GUIDANCE – R3 FACE TO FACE EVENTS

R3 is committed to the health, safety, and well-being of everyone who attends an R3 face to face event. We continuously monitor:

- advice, instructions, and guidance given by the Chief Medical Officer and UK Governments; and
- hospitality, meetings, and event sector best practice

to re-evaluate and update our approach as outlined below. Updates and changes in advice and best practice may amend the procedures and measures that R3 employs to protect attendees and reduce the risk of transmission. Where changes are made to the procedures below, R3 will advise all registered attendees, speakers, sponsors, staff, and event contractors as soon as possible.

R3 will review these procedures and measures at **regular intervals** to ensure that they remain fit for purpose, in line with Government guidelines and event sector best practice.

### R3 is taking the following actions to manage the risk of COVID-19 transmission:

1. Working with venues to understand how each implement measures to decrease risk of transmission. For example:
  - a. Providing access to hand washing stations with soap and water or provide hand sanitizer.
  - b. Paying attention to factors like ventilation and how many attendees can be accommodated while properly adhering to recommended distancing guidelines.
  - c. Determining event capacity based on the size and floorplan of the venue.
  - d. Determining the venue procedures for cleaning commonly touched surfaces within the event spaces.
  - e. Determining how a venue applies covid-19 measures to staff
2. Require attendees to stay home if they have any COVID-19 symptoms. Additionally, require attendees to refrain from coming if they have been recently diagnosed with COVID-19, have recently had direct contact with an individual diagnosed with or suspected to have COVID-19, or are displaying symptoms commonly associated with COVID-19.
3. Plan to have a location at each venue to isolate attendees who show symptoms of COVID-19 during an event.
4. Maintain up-to-date contact information to communicate changing information about COVID-19.

## Requirements for attendees at an R3 face to face event:

As COVID-19 restrictions are lifted, it is important that attendees exercise common sense and manage risks to protect themselves and others around them.

**We strongly encourage all attendees to follow the requirements below. Failure to follow these may result in attendees unable to enter the event.**

1. Attendees showing the following [Covid-19 symptoms](#) prior to attending the event will be asked **NOT TO ATTEND** the event:
  - a new continuous cough
  - a high temperature
  - a loss of, or change in, their normal sense of taste or smell (anosmia)
2. All attendees will be required to **fully register** for the event providing all required registration details prior to the event. This is important to enable R3 to understand and manage all risks of transmission using the measures below.
3. To help protect themselves and others, attendees are encouraged to [download and use the latest version of the NHS Covid-19 app](#) **before arriving at the event**. QR Codes will be displayed at the point of entry for all R3 face-to-face events.
4. All attendees will be required to take a **lateral flow test** on the day of, or the day before, the event (within 48 hours). Lateral flow tests are free to order [here](#) and they are also available at most pharmacies. Any attendees testing positive for Covid-19, or who have been in contact with someone who has the virus, or feels unwell in any way, will be asked **NOT TO ATTEND** the event.
5. Attendees will be required to obtain **proof of a negative Lateral Flow Test (LFT)**, reported, and demonstrated via a text message or email. The test will need to be taken within 48 hours of the event commencement. The results of the Lateral Flow Tests need to be uploaded using the [NHS self-report tool](#), whether the attendee is a UK resident or a ticket holder from abroad. Evidence of a negative may be asked for prior to being admitted to the event.
6. Attendees will be expected to comply with any additional requirements imposed by the event venue. Some venues may have additional requests that further **reduce** the risk of transmission based on their own research. For instance, some venues are requiring face coverings despite Government guidelines suggesting it no longer a requirement. R3 encourages attendees to follow venue guidelines.