

LSH EVENT GUIDELINES

This guidance generally applies to internal events and client events where more than 20 people are expected to attend.

CONSIDERATION	EVENTS
Attendance	Attendance is not mandatory. Anyone who feels uncomfortable should not feel compelled to do so. Reasons may include (a) requirement to use public transport for travel, (b) event size, (c) personal health conditions, (d) vaccination status, (e) Covid-19 case load where they live / where the event is being held.
Pre-Event Lateral Flow Testing	Lateral flow tests should be taken by all attendees within 24 hours of the event. If the result is positive, you must not attend & should follow LSH protocols.
Do Not Attend If:	• Your lateral flow test produces a positive result • You are displaying any Covid-19 symptoms • You are currently in a period of advised isolation due to Covid-19 infection • You are awaiting the result of a PCR test result, having been advised to take one • You are living with someone who has tested positive and they are currently isolating (this applies even if your own lateral flow test result is negative)
Event Register	Accurate register of attendees must be kept.
Track & Trace	Use Track & Trace app at venue if available.
Venue Location	If venue is an LSH office: • An appropriate risk assessment should be completed for the event • Event maximum attendance level is limited to safe occupancy level for that office at the date of the event • Consideration should be given for booking the whole office or a designated area of the office for the event & restricting access for others • Office cleaning should be in place for the evening following the event so next day operations are secure All Covid-19 venue guidance must be followed and you must be "Covid considerate" towards others at all time. For example, avoid any physical contact that others may find uncomfortable (handshaking, hugging etc.) & follow basic hygiene etiquette
Post-Event	Do not attend an LSH office for at least 72 hours after the event.
Post-Event Lateral Flow Testing	Take a lateral flow test 3-4 days after the event and before attending any LSH office. Any positive result must be advised to the LSH HR team immediately.