

DSO COVID GUIDELINES AND OPERATING STANDARDS

FOR FACE-TO-FACE EVENTS

DATE OF ISSUE: APRIL 2021

When DSO hold face to face events the current government coronavirus guidelines must be followed. Any changes to government guidelines will take precedent over the following DSO guidance.

To see the latest government guidelines: <https://www.gov.uk/coronavirus>

Event Attendee Responsibilities

- A. DO NOT ATTEND face to face events if you have Covid 19 symptoms or have tested positive for Covid 19 within 10 days.
- B. Only attend a DSO event if you feel comfortable to do so.
- C. Parent/Carers/Adults are responsible for ensuring that they follow the current government guidelines.
- D. Register at all DSO events so the event organiser can keep our Track and Trace details up-to-date.
- E. Familiarise yourself and follow the guidelines for Covid 19 and the Health & Safety protocols at the venue.
- F. Stay 2 meters apart where possible.
- G. Be aware that individuals with Down's Syndrome, especially younger children may not understand the importance of or be able to stay 2m apart.
- H. Parent/Carers will be responsible for their own children.
- I. Wear face coverings, in line with government guidelines, unless you have a medical exemption. (Let the event organiser know if you have a medical exemption.)
- J. When moving between rooms or groups sanitise your hands.
- K. Bring your own food & drink. All hot drinks must be in lidded thermo cups.
- L. If you have symptoms within 72 hours of attending a DSO event, and receive a Covid 19 positive test result, inform the event organiser.
- M. Where possible use the venue check in on the NHS Covid 19 app.
- N. If you attend DSO groups weekly, if possible, please complete regular lateral flow tests and follow government guidance if you have a positive result.

Event Organiser Responsibilities

As a DSO Event Organiser you are responsible for:

- A. Share DSO guidelines with all attendees before an event and display DSO guidelines at the venue.
- B. Ensure that all DSO attendees are aware of the DSO guidelines and follow them.
- C. Familiarise yourself of the H & S protocols of the venue and guide the attendees. Share as much information in advance.
- D. Keep a register of attendees and a contact number in the event of a participant contracting Covid 19 within 72 hours of attending.
- E. Encourage people to sign into the venue using the Track & Trace app.
- F. Upload the register onto the DSO Teams site (link to be shared) on the day of the event. You may also be required to provide this to the venue immediately upon request.
- G. Escalate to the venue management any non-compliance by other parties of Government guidelines.
- H. Attend DSO Event Training, which we will hold quarterly or as necessary to ensure all event managers are up to date with latest government guidelines.
- I. Take a First Aid Kit and COVID Safety Box to events.
- J. Do not supply food or drink.
- K. Ensure that all shared equipment (e.g. toys) are sprayed with sanitiser at the beginning of the event, at the end of the event, and between different groups.

FIRST AID & COVID SAFE EVENT BOX CONTENTS:

- First Aid kit (in date)
- Laminated DSO Guidelines
- Hand sanitiser
- Sanitising spray for equipment
- Sanitising wipes
- Spare Face masks
- Box of disposable gloves
- Lanyards and exemption cards
- Paper towels for drying floors/surfaces
- Bin bag (for safe storage/removal of soiled materials)