

When organising your event please look through the guide below to make sure these points have been considered and actioned/provisions put in place.

Pre-Show Planning for COVID compliancy

Nowadays before even thinking about the dogs, basic event planning should take place and include:

- Site maps (including walkways and one-way systems if needed)
- Duration of event (including setup and breakdown)
- Maximum capacity based on COVID secure measures including social distancing and latest government guidelines for show area.
- Numbers of committee members/show officers/volunteers to ensure COVID secure measures are maintained at all times.

An overall plan demonstrates how SOCIAL DISTANCING will be maintained AT ALL TIMES between:



- [] Attendees who are from different households or support bubbles e.g. maximum capacity, zoning, circulation space, pinch points/congestion areas, entrances/exits, queues, toilets and wash stations, movement flows between areas, seating arrangements, popular activities (BIS/Stakes rings etc)
- [] Exhibitors and committee/show official areas, Show Rings, all adhering to social distancing movement flow.
- [] Your plan shows how the contact details for ALL those present at the event will be recorded and stored for 21 days, to assist NHS Test and Trace with requests for the data if needed. and must:
 - [] Include first name, surname, address including postcode, contact phone number or contact email, date (for multiday events) at venue - for ALL attendees
 - [] Include first name, surname, address including postcode, contact phone number or contact email, role, date (for multiday events) at event - for attendees, volunteers, suppliers/delivery persons, independent vendors
- [] Have you applied for a Venue/event QR code, Get visitors to scan the QR code when they arrive, using the NHS COVID-19 app. This is to help trace and stop the spread of coronavirus (COVID-19), <https://www.gov.uk/create-coronavirus-qr-poster>
- [] Demonstrate compliance with GDPR.
- [] Consider additional data if systems allow e.g. time of arrival and departure, location on site (zoned areas, workstations, entrance gate/doors numbers). Your plan should demonstrate how communication with attendees will be made for:
 - [] short notice cancellation in a way they would prevent large numbers of people 'crowding' near the venue site
 - [] Reminding attendees to wear face coverings when using public transport or in enclosed areas as per government guidance on face coverings (this includes signage).
 - [] Adherence to a code of behaviour i.e. not attending if they have symptoms and /or are self-isolating, maintaining social distancing at the venue, hand hygiene and minimising spread of respiratory droplets e.g. under terms of booking
 - [] Re-enforcing message that entry will be refused if displaying symptoms, or consider entry refusal from those in higher tiers.

- [] Providing information to attendees about risk factors that may make them more susceptible to serious illness from COVID-19, so they can make an informed choice about their personal risk relating to their attendance.
- [] Advising about the hand hygiene facilities on site (Signage reminders)
- [] Minimising hand to hand transactions on site, minimal contact with judges books/catalogues for instance.

Your show plan should also consider safe ingress and egress from the venue and local area, and consider:

- [] Staggered entry / exit times
- [] Additional entrances / exits points to reduce congestion
- [] One-way entry / exit routes
- [] Markings and signage for social distancing
- [] Queue management including surrounding areas
- [] Sanitisers at entry / exit points
- [] Refusing entry to ALL those displaying symptoms – attendees, staff, volunteers, suppliers, delivery drivers, performers, independent vendors

Your plan should show how cleaning will be maintained prior, during (including multiday) and after the event; including cleaning regimes and waste disposal management for:

- [] High contact surfaces and equipment (judges and secretaries tables for instance)
- [] Work areas
- [] Barriers / screens should they be required
- [] Toilets and washing facilities, ensuring adequate supplies of soap and hand drying materials, and frequent removal of waste materials (this will be venue specific, and they will have a plan).

Your plan will show how Committee/volunteers/Judges/independent vendors on site will be trained and briefed on COVID-19 secure measures and protected from the risk of COVID-19 transmission while:

- [] Providing goods / services e.g. working in fixed teams to minimise exposure, use of barriers/screens, sufficient space to maintain social distancing within work area, hand washing facilities, training on correct use of face coverings.
- [] Providing emergency medical assistance e.g. appropriate PPE
- [] Managing security, including dealing with constant breaches in social distancing

The plan shows how exhibitors will be protected from the risk of COVID-19 transmission and considers:

- [] Avoiding sharing professional equipment, such as pens and catalogues, personal items e.g. labelling with name of designated user, such as radios etc.
- [] Designated storage for large items
- [] Regular cleaning and disinfection of equipment

If the plan demonstrates that the event can be delivered safely without the involvement of the emergency services and considers:

- [] Crowd management
- [] Emergency medical assistance, including the measures to take for someone with COVID19 symptoms