

STANDARD OPERATING PROCEDURES

EVENTS RISK REDUCTION – COVID-19

COVID-19 PROTOCOLS & MEDICAL SCREENING

The safety of all our delegates for the 2021 IPASA Philanthropy Symposium is a top priority and we have thus put in place Covid-19 protocols which are aimed at mitigating risks for all involved. However due to the fact that South Africa has dropped to Level one Covid-19 Restrictions and that the IPASA Symposium this year will be a small event with a maximum of 60 delegates we have updated our symposium protocols as follows:

COVID-19 PROTOCOLS ON ARRIVAL

In line with organisational and venue requirements the following protocols will be in place on arrival at the IPASA Symposium venue:

- All participants will need to be fully vaccinated or undergo a Rapid Antigen Test, which must return a negative result, before they can enter the venue
- Participants are considered to be fully vaccinated if they have had two doses of the Pfizer vaccine or they have received one dose of the J&J vaccine
- Participants will be required to prove their vaccination status by either showing their vaccination card or certificate or, in the case of international participants, their vaccination bar code or proof of a negative PCR test which is not older than 72 hours
- In the case of participants who have not been fully vaccinated or are unvaccinated, Rapid Antigen Tests (that take 15 minutes) will be conducted on arrival at the venue and must return a negative result before participants can enter the venue. **Please do let us know beforehand if you will be requiring this test.**
- Should a participant test positive, they will be fully refunded the cost of their symposium ticket
- In the event that a participant shows a negative Rapid Antigen Test, but is displaying Covid-19 symptoms such as a fever or feeling unwell, the participant will be required to undergo a PCR Test with a negative result before they are allowed to register. This must be undertaken separately by the participant.
- In addition all participants will be temperature screened and required to sanitize before entry to the venue

COVID-19 PROTOCOLS DURING THE SYMPOSIUM

The protocols below are based on the latest regulations and best practices available at the time of drafting.

Covid-19 Compliance Officer

1. A designated Covid-19 Compliance Officer will oversee the implementation of the Covid-19 protocols and the adherence to the standards of hygiene and health protocols at the event.
2. The number of attendees, staff and employers will not exceed the allowed capacity of the venue.
3. The venue will meet the standards of health protocols and allow for adequate space for employees and guests to follow physical distancing measures.
4. The Covid-19 Compliance Officer will identify high-risk contact points and will limit such contact with staff or patrons, and will implement disinfection measures should contact take place.

People - Health Measures

1. All staff/patrons/event crew will complete a health questionnaire before entering the premises to determine if someone could have been exposed to the coronavirus recently or may be displaying possible symptoms associated with coronavirus. Screening of all staff and crew is done daily at the start of each shift for symptoms of coronavirus and records details of their daily temperature. Staff will use a non-touch heat sensor and will check for a raised temperature. This will be done outside prior to entry of the event venue to protect the integrity of the event venue as much as possible. All health questionnaires/records of screenings will be stored and readily accessible.
2. The venue will display appropriate messaging and have trained their staff and crew on how to prevent the spread of coronavirus at their workplace.
3. The venue will ensure that all persons accessing the event precinct wears a facemask covering both mouth and nose. No entry will be permitted to staff or guests without a face mask, covering both the nose and mouth. The face mask may only be removed to eat or drink and should otherwise be kept on at all times.
4. The Covid-19 Compliance Officer will ensure all persons accessing the venue will clean their hands using an alcohol-based hand sanitiser that contains at least 70% alcohol before they enter and when they leave the venue.

The Venue – Health Measures

1. The venue will be disinfected before and after the event. All common use surfaces and equipment will regularly be wiped down.
2. Catering services will no longer provide cafeteria-style buffet meals but rather individually served plates of food and utensils.
3. All goods will be fully sanitised before entering the food preparation area.

4. To avoid infection staff/patrons/crew to always keep a distance of 1.5 metres (2 arm lengths) away from one another except when serving food or drinks.
5. Ventilation in all spaces will be guaranteed at all times.
6. Sanitiser with a 70% alcohol content will be placed at each conference table for guests to sanitise regularly.
7. All staff/waitrons/crew will regularly wash their hands in between service.
8. Seating for lunch will be socially distanced and patrons are encouraged to maintain social distance during tea breaks too.

Sound and Equipment

1. All equipment will be disinfected before and after each use.
2. Mics will be labelled with the name of the user, and a technician will disinfect mics and transmitters before and after each use.
3. Physical distancing will be required even onstage during discussion groups.

Every precaution will be taken at the conference to ensure your safety and that of the staff and event organiser's safety too.