

**Alison Challenger**  
Director of Public Health

PublicHealth@westsussex.gov.uk  
www.westsussex.gov.uk

**County Hall**  
Chichester  
West Sussex  
PO19 1RQ  
01243 777100



October 27<sup>th</sup> 2021

Dear Venue Owner/Event Organiser,

I am writing to ask for your continued assistance in preventing the spread of Covid-19 infection in West Sussex.

Although there has been a relaxing of Covid-19 restrictions and legal requirements, case rates locally remain high, and the rates are currently rising.

Transmission is more likely in indoor settings or where groups of people gather, and those hosting or organising events are being asked to continue to take action to help reduce the spread of Covid-19. This is particularly critical for events taking place during the Autumn and Winter period when levels of respiratory illness are particularly high, including Covid-19, Influenza and coughs and colds.

The government has provided guidance on the measures that owners/organisers /managers of events and attractions are asked to continue to implement. It includes (but is not limited to):

- carrying out a Covid-19 risk assessment,
- encouraging staff and attendees to maintain social distancing,
- increasing ventilation wherever possible,
- implementing enhanced cleaning of any 'high touch' areas,
- encouraging staff and attendees to wear face coverings indoors and in crowded areas,
- providing hand sanitisation stations and encouraging staff and attendees to regularly use them.

The full guidance can be found here: [Events and Attractions - Working Safely During Coronavirus \(Covid-19\) - Guidance](#)

In addition to this, the Sussex Resilience Forum has published an updated Covid-19 guidance document for event organisers & attendees which can found at the end of this letter.

Thank you for your ongoing support to Keep West Sussex Safe.

Yours faithfully,

A handwritten signature in black ink, appearing to read "A Challenger".

Alison Challenger  
Director of Public Health  
West Sussex County Council



## **Covid-19 Guidance for Event Organisers & Attendees**

### **August 2021**

Despite the lifting of some of the Covid-19 restrictions, those attending and organising events are being asked to continue to take action to help reduce the risk of transmission. Together we have worked hard to protect our families, our friends, our communities, and ourselves. It has been an extremely tough 18 months and while we welcome the lifting of the legal restrictions, we encourage everyone to continue with their careful and cautious approach. The Government has outlined six priority actions for events and attractions to minimise the spread of Covid-19. These include:

- Carrying out a Covid-19 Health & Safety risk assessment
- Turning away staff or attendees with possible Covid-19 symptoms
- Providing adequate ventilation
- Maintaining enhanced cleaning, with a particular focus on high-touch points
- Enabling people to check-in via NHS Test and Trace
- Communicating to and training staff, contractors, and attendees on the steps you are taking and what actions they should take.

*Further information on the priority actions, as well as more detailed Government guidance for events and attractions, can be found at:*

[Events and Attractions - Working Safely During Coronavirus \(Covid-19\) - Guidance](#)

#### **Key principles for event planning:**

For full Government guidance please see: [Events and Attractions - Working Safely During Coronavirus \(Covid-19\)](#)

- Carry out a risk assessment to consider situations or areas that represent a potential risk of transmission, and take action to mitigate that risk, including:
  - How to manage suspected/confirmed cases at the event
  - Whether staff are likely to need PPE
- Engage with local authorities, SAGs, transport providers and other relevant bodies early in your event planning process, to ensure your event can take place as safely as possible.
- Regularly review the relevant Government guidance, including:
  - Reviewing guidance for specific facilities within your venue (e.g. bars and restaurants)
  - Check with relevant sector-specific organisations who may have tailored advice;
  - Ensuring elite sporting events with spectators are compliant with the guidance for elite sport.
- Consider displaying the NHS Track & Trace QR code and app so that customers can check in
- Consider requiring attendees to show their NHS Covid Pass at entry as evidence of their vaccination status, negative test or antibodies.
- Consider how best to communicate information to attendees, as well as staff and any contractors, participants etc. both before and during the event. Including:

- Providing adequate signage around the event to remind people of Covid safety messaging
- Consider the use of any public address systems to regularly remind attendees of Covid safety messaging
- Ensure that any publicity material for the event makes clear reference to any Covid-safe measures you are taking and ask attendees to adhere to
- Brief staff to politely advise attendees of Covid safe good practice
- Ensure high standards of cleaning, hygiene and ventilation including:
  - Continue to provide sufficient hand sanitising stations and request that attendees use them regularly
  - Have robust cleaning and disinfection regimes in place,
  - Encourage and make provision for good hygiene practices by staff and attendees
  - Ensure adequate ventilation in inside or crowded places
- Consider how/where you might recommend and encourage attendees to wear face coverings to minimise the risk of transmission
- Consider keeping social distancing measures in place, including one-way systems, queue management, and avoiding areas of congestion
- Minimise hand to hand transactions across all areas of the event, for example cashless payments
- Encourage staff to carry out daily LFD testing and not to attend work with any symptoms

**Guidance for anyone attending an event:**

The Government has provided guidance around the use of an attendee code of behaviour, which can be found here: [Events and Attractions - Working Safely During Coronavirus \(Covid-19\) Guidance](#)  
 Recommendations include:

- Carry out a personal risk assessment in advance of the event to check you feel comfortable to attend
- Follow relevant guidance on travel to the event
- Don't attend an event if you feel unwell or have any symptoms of Covid-19
- Follow any Covid-safe measures put in place by event organisers
- Leave the event if you feel unwell or show symptoms of Covid
- Use a face covering in indoor venues and crowded places to protect others as well as yourself
- Maintain sensible social distancing
- Continue to wash hands regularly with soap and water, and use hand sanitising stations where available
- Use the NHS track and trace app to check in and enable to contact tracing function
- Use the NHS Covid pass on the NHS app to demonstrate your fully vaccinated status, negative test or antibodies (protection against Covid-19).
- Take a rapid (Lateral Flow) test twice a week. Not everyone that has Covid has symptoms but they can still transmit the infection.

Please be aware - Government guidance is subject to change current and up to date [.gov guidance](#) should always be the first point of reference when considering Covid security for events.

