

## COVID SAFETY GUIDELINES FOR ORGANISING CEPOL EVENTS

### Introduction

These guidelines were developed to give recommendations to CEPOL activity managers and event organisers for COVID-19 prevention while planning and implementing CEPOL residential activities and events. They are complementary to national rules applied in respective countries; where local legislation defines stricter rules those should be respected. They also are aligned with the latest scientific recommendations, particular by the European Centre for Diseases Prevention and Control (ECDC) and other International/ European medical authorities, including the Inter-institutional Medical Board.

These recommendations should be applied in line with the specific phase valid for crisis response in the specific country where the activity or event takes place as related to the COVID-19 pandemic.

### Key principles

**Density of participants:** Based on the envisaged number of participants, the activity/event manager will have to define the suitable venue. Density of participants in a confined area shall be kept low so that attendees can respect a distance of 1.5 meters. Separators should be put in place where 1.5 m distance between participants is not possible. Where there is no possibility of putting up separators, the use of masks should be considered.

**Protective equipment:** Protective equipment (disposable facemasks provided by the Organiser, hand sanitizer) is to be provided to participants, lecturers and organisers, including service staff.

**Cleaning of premises:** It is imperative that sufficient cleaning personnel and supplies of cleaning products are available to clean frequently touched objects and surfaces with detergent. More information can be found in the ECDC Technical Report on "[Disinfection of environments in healthcare and non-healthcare settings potentially contaminated with SARS-CoV-2](#)"<sup>1</sup>.

**Lunch breaks and coffee breaks:** Lunches and coffee breaks should be planned in view of social distancing and hygiene rules. Where it is not possible to practice social distancing of 1.5 meter in the assigned area, lunch and coffee breaks in shifts in smaller groups is recommended. Open buffet is not recommended, instead packed lunch should be provided where possible.

**Dinners and social events:** Welcome dinners and social events can be organised as long as enough space is provided under the same conditions as described for lunches and coffee breaks. Going out to public places after the events should be discouraged.

**Excursions, study visits:** Bus seat allocation should be planned in view of the social distancing rules.

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<sup>1</sup> Disinfection of environments in healthcare and non-healthcare settings potentially contaminated with SARS-CoV-2. Available from: [https://www.ecdc.europa.eu/sites/default/files/documents/Environmental-persistence-of-SARS\\_CoV\\_2-virus-Options-for-cleaning2020-03-26\\_0.pdf](https://www.ecdc.europa.eu/sites/default/files/documents/Environmental-persistence-of-SARS_CoV_2-virus-Options-for-cleaning2020-03-26_0.pdf)

**Air conditioning, airing of rooms:** If the air-conditioning is based on the use of 'fresh' air – as opposed to recirculated 'used' air – with proper filtering of the air, the air conditioning can be used as necessary. If not, it is recommended not to use the air conditioning but to use natural ventilation (open windows, at least during breaks).

**Travel by car:** Participants preferring to use their service/private car to travel to the location of the activity/event can be authorised to do upon their request and be reimbursed for their costs by CEPOL.

**Travel from airport:** From the airport/station of departure and back, taxis or another individual form of transfer could be foreseen. The number of people travelling in the same car shall be defined based on the principle of social distancing.

**Promote safety precautions:** Posters should be put up in clearly visible positions to remind participants to practice social distancing, regular hand washing etc.

**Record of seating order:** A record of participants and seating plan should be made in case contact tracking is needed at a later stage. Participants shall be informed – before registering – that their personal information in case of need might be shared with national health authorities.

**Attendance in case of illness:** Participants who are sick shall not attend the events. Measures should be in place for isolating participants who become ill.

**Information on local emergency procedures:** Emergency information and any hotlines that are in place in the country should be shared, as far as available in English and explained at the beginning of the activity by the Activity Manager.

**Travel insurance:** Participants and experts must be made aware in the logistical information that CEPOL is not responsible for participants' travel and health insurance therefore all travellers must ensure that they have adequate insurance in place, including coverage of repatriation.

**Liability:** CEPOL and the Framework Partner make all necessary efforts organising the activity to follow national and international (ECDC) guidelines to ensure a safe environment for the training activity. However, as it is not possible for either CEPOL or the Framework Partner to obtain and insurance specifically to cover possible COVID-19 cases, all participants are strongly recommended to ensure that they have personal insurance for any costs related to falling ill during the training, including coverage for hospitalisation and repatriation. Neither CEPOL nor the Framework Partner organising the activity can accept any liability towards such costs.