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| **Fitzwilliam College Covid-19 Guidelines for a Safe Event** |
| **Issue Date:** | 1 March 2022 | **Review Date:** | 1 April 2022 |
| **Description:**  | Safe operating practices for your event: – including consideration of ‘Hands, Face, Space’ and the location, numbers attending and timing of the event. |
| **Additional Information** **For Consideration:**Documents consulted (guidance, policies, and legislation)  | * College Ordinance on Risk Management Policy - as approved by GB – 2019-20
* College Health & Safety Policy – as approved by the GB April 2020
* Government Guidance <https://www.gov.uk/coronavirus>
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| **College H&S Manager:** | Alan Fuller | **Signature:** |  |

These guidelines provide a guide to risk factors for minimising the spread of infection by considering the principals of Hands, Face, Space, Ventilation and Duration.

As an event organiser at Fitzwilliam College, we encourage you to consider the following information.

Individuals can still reduce the risk of catching and passing on COVID-19 by:

1. Getting vaccinated.
2. Letting fresh air in if meeting indoors or meeting outside.
3. Consider using larger spaces for meetings that are currently not being used e.g., seminar rooms, lecture theatres. Always select the biggest room available.
4. Wearing a face covering in crowded and enclosed spaces, especially where you come into contact with people you do not usually meet, when rates of transmission are high.
5. Trying to stay at home if you are unwell.
6. Taking a test if you have COVID-19 symptoms, and staying at home and avoiding contact with other people if you test positive; and
7. Washing your hands and following advice to ‘Catch it, Bin it, Kill it’.