



## **CIHT Meetings / Events organisation: Policy regarding COVID-19**

This note is intended to give guidance to CIHT volunteers who are organising events on behalf of CIHT (including but not limited to Committee, Conferences, Dinners and AGM(s)) in the light of the COVID-19 (Coronavirus) outbreak.

Current government advice is constantly being updated and we will continue to monitor developments.

As of today (5 March 2020), government advice has not extended to cancelling the holding of mass meetings or events.

### **Cancellation of events**

There is no clear guidance from the UK government that events / meetings are to be cancelled. Some companies (including in highways & transportation) have chosen to implement blanket bans on all non-essential travel within and outside the UK.

All event organisers will need to contact any venue that they have bookings with and check their terms and conditions. If there is no insurance and limited bookings for an event, an organiser may wish to discuss with the venue company the option of cancellation and / or postponing the event to a later date. If the event can still be cancelled within the terms and conditions, we would recommend that the organiser gives this due consideration.

CIHT is currently not cancelling any events run by Britannia Walk but this will be updated as things develop.

### **Insurance Liability**

Government is due to make an announcement regarding the grading of this virus. In Scotland, Northern Ireland and the Republic of Ireland have declared the 'coronavirus' as 'notifiable'. This places it in the category where some insurance policies will accept liability. A decision to address this in England and Wales is expected imminently.

All event organisers will need to check the terms and conditions of any insurance they have taken out as all policies are different.

### **Event Attendance**

Organisers of events should provide an update prior to the event of the latest government guidance. This is in relation to where people have travelled from / to and their general level of health. The UK government has provided details on countries affected

<https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas/covid-19-specified-countries-and-areas-with-implications-for-returning-travellers-or-visitors-arriving-in-the-uk>

We have produced some guidance on attendance at events which is available below

### **Updates**

Obviously, this is all developing quickly, and we advise you to seek further advice as required.



## **CIHT Meetings: Policy regarding COVID-19**

This note is intended to clarify CIHT's position on attendance at CIHT meetings (including but not limited to Committee, Council, Board, Panel and AGM(s)) in the light of the COVID-19 (Coronavirus) outbreak.

Having monitored government and World Health Organisation advice, our policy on travel both for attendees, is as follows:

### **Do not attend a CIHT meeting if you**

- have been infected or if you have been in close contact with someone who has a confirmed case of COVID-19 in the last 14 days  
**or**
- have travelled to the UK from any of the countries listed on the GOV.UK website in the last 14 days <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#returning-travellers>  
**or**
- have flu-like symptoms  
**or**
- would prefer to avoid travelling on public transport or attending a public event due to an underlying health condition that puts you at increased risk should you contract the virus (e.g. high blood pressure, heart disease or diabetes).

Please contact the relevant CIHT contact (meeting organiser) or [info@ciht.org.uk](mailto:info@ciht.org.uk) immediately if you fall into one of these categories.

### **Travel restrictions**

We are aware that some employers have imposed travel restrictions on staff. If you are unable to attend a meeting for business reasons, please contact the relevant CIHT contact (meeting organiser) or [info@ciht.org.uk](mailto:info@ciht.org.uk) immediately.

### **Meeting hygiene rules**

We are asking attendees not to shake hands and we will be cleaning surfaces between meetings in line with government guidelines.

### **Rearranging meetings**

Where numbers of attendees are below those to make a meeting quorate due to the COVID-19 outbreak, CIHT will postpone the meeting and seek to reschedule as soon as possible. For regional / national AGM(s) please contact [governance@ciht.org.uk](mailto:governance@ciht.org.uk) for further info on appropriate procedures

### **Further information**

If you are worried about COVID-19 symptoms, call NHS 111 [or go to the NHS 111 coronavirus advice website](https://www.nhs.uk/111). Do not go directly to your GP or other healthcare environment.

[The latest advice and developments on the covid-19 situation can be found on the GOV.UK website.](https://www.gov.uk/government/coronavirus-covid-19-information-for-the-public)

05 March 2020