

Outline

This protocol has been drafted using the latest industry guidelines [All-Secure](#).

All LISW21 Organising Committee-led events will follow the protocol, in conjunction with risk assessments from venues and/or organisers.

The protocol is intended to offer reassurance and consistency for guests at LISW21. LISW21 Event Organisers will be invited to follow them where applicable alongside any venue or event specific arrangements.

Communication

As we walk towards LISW21, we promise to communicate with you every step of the way.

- Links to the protocol will be included in all pre-event messaging, the LISW Website, and the LISW Portal and in joining instructions
- At events, reminders will be provided via signage, by stewards as well as announcements
- Please contact events@shippinginnovation.com with any questions at any stage

What we have done:

Assessed Risk

For each venue we have made the following checks:

- Undertaken a full COVID-19 risk assessment, for staff and for guests to establish that it is safe to run an LISW event from
- Created a protocol for ourselves, and for guests to mitigate assessed risk
- Ensured the venue is operating a full cleaning protocol which exceeds the standards laid out in the Governments publication, [COVID-19:Cleaning in non-healthcare settings](#)
- Ensured where applicable the venue has received accreditation from Visit Britain's "**We're Good To Go**" scheme which means it has implemented the Government's COVID-19 reopening guidance, that of Public Health England, and carried out a full COVID-19 risk assessment

Social Distancing

Whilst there are no social distancing guidelines currently in place, we recognise that many guests may still prefer more personal space than in previous times.

- Where possible we are implementing staggered arrival and departure times to avoid crowding or queuing, please arrive in plenty of time for the start of your event
- Queue management systems will be in place at high traffic areas such as registration and refreshment breaks
- In Conference settings, guest numbers will be significantly lower than seats available

Cleaning & Hygiene

In addition to our already thorough cleaning requirements venues have been asked to:

- Provide sanitiser on arrival and at regular points around the meeting space
- Clean all furniture with antibacterial cleanser once set in place, during break times, and once guests have departed
- Clean high traffic areas and high contact surfaces at regular intervals though out the event
- Ensure all indoor spaces to be well ventilated
- Ensure all audio-visual equipment including microphones, speaker tables and lecterns is cleaned and disinfected between use

Protect & Detect

Although it is no longer a legal requirement, we are collecting contact details for all guests and this information will be made available to UK Track & Trace if required.

- We advise guests to pre-register for events which can be done via the [LISW21 Portal](#)

We are also asking venues to:

- Ensure that any staff who feel unwell do not attend the event and follow Government Guidance if they show symptoms of illness
- Provide a designated area for any individual who becomes ill during at event, enabling them to isolate until they can safely leave

Additionally

- Please ensure you can show an NHS Covid Pass (or national equivalent). To obtain an NHS Covid Pass you must either be double vaccinated before 30 August 2021 or have provided Negative PCR / Lateral Flow Test reported on the UK.GOV website within 48 hours.
- You may be required to send details of Covid Pass or test results by email in advance for some events.
- Guests must wear masks, except when eating or drinking
- Speakers may remove masks when at speaker desks / podium
- Guests should be aware that one-way systems may be in place in some settings
- Temperature checks may be taken on arrival at some venues

What we ask you to do:

Take personal responsibility for your COVID-19 status prior to attending events through vaccination and/or testing.

Please ensure you can show an NHS Covid Pass (or national equivalent). To obtain an NHS Covid Pass you must either be double vaccinated before 30 August 2021 or have provided Negative PCR / Lateral Flow Test reported on the UK.GOV website within 48 hours. You may be required to send these by email in advance for some events.

Undertake your own health risk assessment, considering if you wish to travel to and attend an LISW event

Follow any relevant guidance on travel, including relevant regulations on international travel, such as testing and quarantine measures.

Check for symptoms of COVID-19 (a high temperature, new and persistent cough, or a loss of/change in sense of taste or smell) before travelling to the event. If you or anyone you live with have one or more of these symptoms (even if they are mild) they should not attend and should follow the [guidance on testing and self-isolation](#).

Not attend the event if you need to self-isolate, for example because you have been asked to self-isolate, are required to isolate after travel, or because you are displaying any COVID-19 symptoms.

Adhere to any relevant COVID-19 safety measures in place at the event, including observing directions given by stewards, signage at events or announcements

Adhere to any other relevant behaviours identified through your risk assessment or usual event planning, such as responsible use of alcohol.

Please read any joining instructions carefully so that you are across any specific instructions, including when, where and how to arrive

Reference Links

Business Meetings

[Events and attractions - Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](#)

Travel

[Travel to England from another country during coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#)

[Red, amber and green list rules for entering England - GOV.UK \(www.gov.uk\)](#)

[UK travel update: government waives quarantine for arrivals fully vaccinated from Europe and USA while also confirming international cruise restart - GOV.UK \(www.gov.uk\)](#)