

Onsite checklist	
Specific measure	Responsibility
Health verification must be performed on all delegates suppliers, venue and catering staff on entry to the building. Screening can be conducted in one of two ways: <ul style="list-style-type: none"> On site contactless thermometer check Declaration of health to be signed on the day of the event 	Event organiser/Venue
Delegates who fail on-site testing, or show symptoms during the event, should be asked to leave the venue and proceed directly to their primary residence where they should isolate for 14 days	Event organiser
A private transportation option must be provided for any delegate that is rejected from the venue	Event organiser
All queues for any on-site screening must be outside the venue and clearly marked with 2m distances	Venue
Delegates to be offered individually wrapped sterile wipes or small bottles of hand sanitizer free of charge on entry	Event organiser
Delegates to be offered a mask free of charge on entry	Event organiser
Onsite cloakrooms to be keep coats and bags separated from other guests	Venue
Attendance must be recorded and a list of all attendees, with contact details, must be maintained by event organisers for 28 days after the event.	Event organiser
All delegates must be invited or pre-ticketed, walk-ins shall not be admitted	Event organiser
Full safety guidelines must be communicated to all delegates at least 24hrs before the start of the event	Event organiser
Ensure non-essential 'high touch' items are removed – magazines and books	Venue
Check where hand sanitizers are located and who will be replenishing them	
Social distancing onsite	
Reconfirm final guest numbers including onsite team	Event organiser
Reconfirm timings to Operations Manager to ensure no clashes	Event organiser
Maximum capacity set at four square metres per person, including staff and delegates (net available area)	Venue
No fixed seats within 2m of another fixed seat, unless physical barriers are set between seats (e.g. perspex barrier)	Venue
Delegates to keep a distance of 2m apart at all times, unless transitory movement, to be monitored by a member of staff at all times	Event organiser
Reconfirm entry/exits and flow of delegates – Brief into opening speaker so guests are aware	Event organiser
Reconfirm onsite cleaning including bathrooms	Event organiser
Contactless payment available for any purchases	Venue
Maximum of two people in a lift at any time	Venue

These documents have been created as guidelines to assist EMA members in the planning and delivery of their own events taking into account current understanding of UK guidelines.