



# Local Network and On Campus Activity Restart

To help you safely restart activity in your area,  
we have produced the below checklists.

As the local organisers of the events, it is your responsibility as an IET  
volunteer committee to do all you can to protect yourselves, your delegates  
and the IET's reputation when restarting activities.

We want to reiterate that there is no pressure from us to hold in-person  
events and the safety of our volunteers, members and delegates is the most  
important thing for us. We will continue to provide you with support to  
deliver activity virtually.

[theiet.org/membership/communities](https://theiet.org/membership/communities)

# LN Restart Activity Approval Form

Please submit the completed LN Restart Activity Approval Form and the Checklist to your Community Manager at least 4 weeks before the event date. This will need to be submitted/updated every time before organising any in-person activity in your area until further notice.

**Local Network/Young Professional/On Campus Group Name:**

<p>Please briefly outline the official national and local position in your area.</p> <p><i>Please provide links to government and local authority websites where possible</i></p>	
<p>Have mass gatherings been allowed in your area?</p>	
<p>If yes what are the maximum numbers allowed?</p>	
<p>Is social distancing required?</p>	
<p>If yes, what is the minimum distance allowed?</p>	
<p>Are masks/PPE required in closed spaces?</p>	
<p>If yes, who is responsible for providing masks/PPE?</p>	
<p>If volunteers are responsible, how will masks/PPE be provided?</p> <p><i>e.g. are additional funds required to purchase PPE? Who will purchase/store the PPE in between events?</i></p>	
<p>If a delegate at your event develops symptoms after the event, what is the procedure in your country/local area for notifying other delegates/local authority?</p> <p><i>e.g. who will be responsible for contacting other delegates, venue etc.</i></p> <p><i>Please note this may involve sharing details with government and health officials – please provide the guidance on notifying.</i></p>	

## Activities

<p>How many events/activities do you plan to organise in the next 6 months?</p>	
<p>What type of event (s) you are planning?</p> <p><i>e.g. lecture, workshop, seminar</i></p>	
<p>What are the approximate numbers expected at each event?</p> <p><i>Please provide a range e.g. between 50 and 100 people</i></p>	
<p>If circumstances changed, could the event be modified to be an online event at short notice?</p>	
<p>Will the events include international participation? If yes, what precautions will be taken to restrict transmission?</p> <p><i>Especially in cases where participant is travelling from an area of higher/lower transmission</i></p>	
<p>Will the events include a significant number of participants at higher risk of severe disease?</p>	
<p>If yes, what steps will be taken to reduce their risk?</p> <p><i>e.g. people &gt; 60 years of age or people with underlying health conditions?</i></p>	

# LN Restart Activity Event Checklist

Please use this checklist when planning each individual event/activity. When planning an event, please keep up to date with public health advice in your local area, as changes may be required to your event at short notice.

**Important notice: LNs are required to use professional venues with COVID-19 precautions such as PPE and restricted access**

## Covid-19 update

Is the event held according to your local health and safety requirements and regulations imposed due to Covid-19?

## Venues

Have you read and understood the venue's safeguarding and hygiene procedures?

Does the venue provide adequate handwashing facilities and a supply of hand sanitiser?

Has the venue taken measures to ensure social distancing in the event space?

Are there enough volunteers available to ensure people are compliant?

Does the venue require delegates' contact information?

*If yes, please ensure the delegates are informed about this before and at the event.*

Will catering be provided at the event?

Are you confident that refreshments can be provided safely?

If yes, have you read and understood the suppliers' safeguarding and hygiene procedures?

## Registration and Marketing

Has the event been set up on Plus4 Events? *(Physical event registration can only be set up on Plus4 Events; NO walk-ins will be allowed)*

*Online registration is mandatory, marketing messages should reflect this. A disclaimer has been added to Plus4 events online registration system that attendees will need to opt into.*

On the day, at the check-in desk are barcode scanners and laptops ready to scan people in as they arrive?

*We will provide funding for the necessary barcode scanners, which will also create more distance between delegates and volunteers.*

*Here's the link to a barcode scanner – [www.amazon.co.uk/DyNamic-Hands-Free-Automatic-Barcode-Scanner/dp/B082MCH5G1](http://www.amazon.co.uk/DyNamic-Hands-Free-Automatic-Barcode-Scanner/dp/B082MCH5G1)*

Has messaging about precautions taken to ensure safety been added to the event page and made available on the day?

*e.g. Share public health advice on clinical features of COVID-19, preventive measures, especially respiratory etiquette, hand hygiene practices, and physical distancing. As an example: "COVID-19 – your safety is our priority, we have worked closely with the venue to ensure that appropriate safeguarding and hygiene measures are being followed. Please do not attend this event if you feel unwell, are displaying any symptoms of the coronavirus or believe you may have been in contact with someone with the virus. If you have any questions please contact the event organiser (xxxxxxx) for details."*

Has messaging about sharing contact information if a potential outbreak is identified been added to the event page and made available on the day?

*As an example: "The IET may collect and hold additional information about you in relation to the unprecedented challenges we are all facing during the Coronavirus pandemic (Covid-19). The IET will ensure information collected is proportionate and limited to supporting the safety and well-being of all attendees at this event and will be deleted in line with the appropriate country guidelines."*