



**My Special Event ®**

## **Coronavirus (COVID-19) Policy**

(supplied by [www.trainual.com](http://www.trainual.com))

### **Section 1: Purpose of this Policy**

**This Policy has been created to outline the seriousness of this Virus and how it is impacting businesses like My Special Event and the measures they are taking like many in their industry to stop the spread further and working within the guidelines outlined to them and the country.**

Coronavirus (COVID-19) is now officially classified as a pandemic and is affecting lives and work around the globe. We want you to know what we are doing as a company.

My Special Event is there to protect you and your families and mitigate the spread of this illness.

My Special Event has had to adapt to a new way of conducting business to fall in line with the restrictions and limitations this pandemic has brought. This means that some services that were previously provided have had to changed or stopped completely and new services have had to be thought of and implemented.

This section will explain the measures My Special Event will take in assisting in the efforts to promote a safe and healthy environment both at work and at home. (If applicable, as many on site events are not taking place now by My Special Event and will be mostly a delivery service for parties and events - Party Boxes 4 U Packages).

**NOTE: This Subject may be updated as new information is made available from local health and governmental bodies. I will be notified when updates are made, and my policy will be updated as and when. This could be at short notice but it isn't done deliberately and cannot always be helped as this is a present pandemic which is forever changing.**

This policy applies to all employees/ volunteers regardless of where or in what capacity they work. There is also some guidance and advice for clients and guests who attend these on site events.

You can learn more about the prevention of COVID-19 at the following addresses:

- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- <https://www.cdc.gov/coronavirus/index.html>
- <https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov>

## **Section 2: Targets set by My Special Event to try and reduce the risks**

My Special Event will aim to protect themselves, any future employees, volunteers, clients and anyone else associated with the business by carrying out the following:

- Risk assessing any events that take place in person (if any)
- Obtain and use the correct PPE and safety measures in line with government guidance (gov.uk) and information from the WHO and other medical bodies during and after this pandemic.
- If an event or a job is felt to be unsafe or does not meet the above targets, then the event will either be altered to make sure it does or will not take place. - My Special Event have the authority to pull out of any event they

feel is unsafe for them, their clients or any employees or volunteers at the time,

- All clients will be asked to provide contact details either by email, contact form, telephone as per Test and Trace requirements. With regards to GDPR, the contact details will be destroyed after the specified time as per Covid conditions.

All these Targets will be mentioned again at the end of the document and if there is any confusion then please contact Zoe Pniewski, Owner of My Special Event at [info@myspecialevent.co.uk](mailto:info@myspecialevent.co.uk) or visit [www.myspecialevent.co.uk](http://www.myspecialevent.co.uk) and complete the contact form. Any questions and enquires we will aim to answer asap but obviously things may take longer if conditions and restrictions change.

### **Section 3: What is Coronavirus? - In accordance with the current Medical/Scientific Information about the Virus. [Source: https://www.who.int/health-topics/coronavirus](https://www.who.int/health-topics/coronavirus)**

Coronavirus came about in 2019 and as per the World Health Organization (WHO), Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and severe acute respiratory syndrome (SARS-CoV). A novel coronavirus (nCoV) is a new strain that has not been previously identified in humans.

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

**Signs, symptoms and recovery is different for each person and there is no set pattern to how this Pandemic will play out. It is a worldwide problem and has affected many countries and a lot of people have lost their lives and been affected by this disease.**

Standard recommendations to prevent infection spread include regular hand washing, covering mouth and nose when coughing and sneezing, thoroughly cooking meat and eggs. Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.

## Section 4: Prevention & Protection against Coronavirus

Watch this video from the World Health Organization on what people can do to protect themselves from contracting or spreading the virus:

[https://www.youtube.com/watch?v=bPITHEiFWLc&feature=emb\\_title](https://www.youtube.com/watch?v=bPITHEiFWLc&feature=emb_title)

The following required actions should be observed by all employees in order to protect themselves and others from Coronavirus: Most of this guidance is in accordance with events that take place in person and not so much in relation to the Party Boxes 4 U Packages.

### I. General Hygiene

- Employees should practice good hygiene by:
  - Regularly [washing hands](#) with soap and water for at least 20 seconds.
  - [Coughing/sneezing](#) into a tissue, or upper sleeve, not in hands.
  - Avoid touching eyes, nose and mouth with hands. Ideally wearing a mask is the best way to avoid touching your face.
  - Avoiding contact with anyone with respiratory illnesses of any kind.

**Any symptoms present will require Employees and Employers or clients to self-isolate in accordance with the government guidelines. (These will be updated on a regular basis).**

- My Special Event when on site for any event will routinely clean and disinfect all frequently touched surfaces including:
  - Workstations (If applicable)
  - Countertops (If applicable)
  - Doorknobs/handles
- My Special Event will provide tissues and disinfecting, disposable wipes and hand sanitizer where applicable and make sure they always have stock of this. (However, those attending the event will be advised to bring their own too for double protect)
- My Special Event - Staff will wear aprons and gloves when handling food or near food stations.

- My Special Event will provide disposable gloves / Masks to be worn and will encourage staff and volunteers to wear PPE as per the current guidance.
- With services provided from home as in "Party Boxes 4 U", My Special Event will make sure that all the materials used and sent will be Covid Secure and in accordance with current guidelines. The goods in these packages are wiped and stored appropriately when ordered before sending to the client.

## II. Illness (Employees, Volunteers and Owner of My Special Event)

- Employees who are sick especially with cold or flu symptoms such as coughing, sneezing, or fever should remain home and seek medical attention immediately, in accordance with current guidance. My Special Event should be made aware via phone, text or email about the illness ideally within 48 hours of the event so a replacement can be found. If a replacement cannot be found, then the event may have to be postponed or cancelled but the client will be contacted, and options will be discussed at the time.
- Employees with sick family members should stay home and follow government guidance on what to do about isolating or staying at home to avoid spreading any illnesses or germs to others.
- If an employee becomes sick at work, they will be separated from other employees and sent home, in accordance with current guidelines.
- All employees and volunteers will give My Special Event their contact details as per Test and Trace guidance so any outbreaks can be traced and acted on in a swift and professional manner.
- If any clients or guests at the event present symptoms or fall ill, they will not be permitted to stay at the event and the proper guidance will be sort and acted on immediately. Clients should also seek medical advice from medical professions, PHE, 111 or their doctor. My Special Event has no medical training and will only act on what they are told by medical professionals when seeking advice.

## III. Work From Home

- If an employee needs to care for a family member who has been diagnosed with COVID-19, they will be required to work for at least [10] days \*\* after the family member has fully recovered and it has been determined by a

medical professional that the employee has not been infected. Regular testing will be advised and the guidance from GOV.UK and the medical services and PHE will be followed. PCR and Lateral Flow Tests are available to use and FREE so all those affected are encouraged to do this and obtain a test and get a negative result before considering returning to any form of work or event.

#### IV. Travel (to and from organized events)

- If an outbreak becomes severe enough, employee travel may be partially or fully restricted until conditions improve. (If applicable to an organized event where guests, clients are present)
- My Special Event will leverage the use of virtual meeting technologies to continue work that would normally be conducted onsite.
- If an employee working with My Special Event, has recently returned from any area with a high number of COVID-19 diagnoses, they will be required to work from home for at least [10] calendar days and may return to the work for My Special Event if no symptoms have presented themselves. \*\* the number of days will be in accordance with the guidance presented at the time by PHE.
- If an outbreak occurs in an area where the event is due to take place, My Special Event will cancel the event and reschedule it with their clients. Health and Safety is My Special Event's top priority and will follow the guidance and restrictions presented to them.

[Click here](#) for more prevention measures from the World Health Organization.

## Section 5: If you have been diagnosed with Coronavirus

If an employee has been diagnosed with COVID-19, they may not return to work for My Special Event and any of their events until after full recovery has been confirmed by a medical professional. No exceptions!!!

This is only applicable to organized client events where people are present as the other side of the business is My Special Event on their own with no employees present so the rules of self-isolation would only apply to the Owner and no other bodies (apart from those in their household and contacts as per Test and Trace).

## Section 6: Recap

This is a recap of the Targets for this policy by My Special Event. These should be both **clear** and **measurable**. If there is any confusion then My Special Event should be contacted either via email: [info@myspecialevent.co.uk](mailto:info@myspecialevent.co.uk), 07587158999 or via the company website [www.myspecialevent.co.uk](http://www.myspecialevent.co.uk) and fill in the contact form.

You should now be able to:

- Explain how to protect yourself and others against Coronavirus.
- Know what to do if an outbreak occurs at an event organized by My Special Event
- Understand the seriousness of this pandemic and understand why there are measures in place.

### RECAP OF TARGETS FOR MY SPECIAL EVENT.....

- "Risk assessing any events that take place in person (if any)
- Obtain and use the correct PPE and safety measures in line with government guidance (gov.uk) and information from the WHO and other medical bodies during and after this pandemic.
- If an event or a job is felt to be unsafe or does not meet the above targets, then the event will either be altered to make sure it does or will not take place. - My Special Event have the authority to pull out of any event they feel is unsafe for them, their clients or any employees or volunteers at the time,

All clients will be asked to provide contact details either by email, contact form, telephone as per Test and Trace requirements. With regards to GDPR, the contact details will be destroyed after the specified time as per Covid conditions.

If you need further assistance, contact My Special Event the following ways:

Owner: Zoe Pniewski

Telephone: 07587158999 / 01243 829592

Email: [info@myspecialevent.co.uk](mailto:info@myspecialevent.co.uk)

Website: [www.myspecialevent.co.uk](http://www.myspecialevent.co.uk)

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