



Safety Operating Procedure

This document provides guidance for **BUSINESS NAME** and collaborators for the organization and setting of Conferences to respect the Public Health Authority guidelines for the prevention of the spread of Covid-19 infection. The recommendations may need to be revised as the situation evolves. **BUSINESS NAME** must be prepared to tighten measures should the need arise as instructed by the Department of Health or any other National regulations.

Risk of exposure

Potential sources of exposure include

- having close contact with customers with COVID-19, or
- touching surfaces touched or handled by a person with COVID-19.

Aim of this guide line:

Ensure safe working and operational environment

Administrative measures:

It is important for all employees and **CUSTOMERS** of the **BUSINESS NAME** to be aware and respect the importance of:

- Identify the risk and take corrective measures to eliminate or minimize the risk
- Limit the number of employees and **CUSTOMERS** to the minimum required, at the
- *Consider stagger breaks to avoid overcrowding in common rooms*
- Ensure maximum ventilation in area
- Promote the use of digital (where possible provide online services and other digital communication mode)
- The **BUSINESS NAME** has identified a focal person for the COVID19 monitoring, as per the Department of Health requirement. The person will be responsible to ensure the implementation and monitoring of the present safety operating procedures as preventive measures in line to the Public Health Authority guideline. The focal person be
- The **BUSINESS NAME** will limit or refrain from sharing work equipment. Provision will be made to ensure enough equipment is available. (pens, staplers, and other required stationery for the organization of the event)
- The **BUSINESS NAME** will ensure that all employees/**CUSTOMERS** who has any symptoms such as cough, fever, or any other symptoms subject to potentially a

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suspicion of Covid-19, will not be allowed to attend the event and should stay at home.

The **BUSINESS NAME** shall inform all its employees and **CUSTOMERS** accordingly.

- The **BUSINESS NAME** will ensure maintaining the 1.5-meter distance and wearing a face mask properly at all time.
- The **BUSINESS NAME** shall ensure that any of its employee who are considered at high risk of complicated Covid- 19 disease, will be prevented to have direct contacts with clients/**CUSTOMERS** (e.g., older age; presence of chronic medical conditions; including immunocompromising conditions; pregnancy)
- The **BUSINESS NAME** will ensure to inform all the **CUSTOMERS**/clients
.....
 - a) Customer shall at all time
 - b)
- The **BUSINESS NAME** will need to ensure that all employees and clients/**CUSTOMERS** will be screened and recorded in a logbook which will be kept for a minimum of 14 days for eventual contact tracing.
 - a) The log book shall be
 - b) Content of the log shall include: Name, Surname,
 - c) The person responsible for the log book shall ensure to
- Temperature screening shall be done

Social Distancing inside the premises

- Ensure space of 1.5 meter between
- If the facility has a lift-> ensure that(The **BUSINESS NAME** will ensure that the necessary visual information is placed in the area)
- The **BUSINESS NAME** will provide hand sanitizers to the participants

Additional requirements:

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Preventive actions for the **BUSINESS NAME employees:**

- Avoid touching your eyes, nose, or mouth.
- Practice proper hand hygiene.
- In the eventuality where soap and water are not available, use an alcohol-based hand sanitizer containing at least 60% alcohol.
 - Key times to clean hands include:
 - Before, during, and after preparing food
 - Before eating food
 - Before and after using the toilet

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- After blowing your nose, coughing, or sneezing
- Additional times on the job to clean hands include:
 - Before and after work shifts
 - Before and after work breaks
 - Between rides and after handling/exchanging money or any other documents
 - After touching frequently touched surfaces, such as fare-boxes and handrails

SAMPLE

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