



COVID-19 Training Events Policy

AHI have considered and reviewed all the health and safety measures required to host a training event during this pandemic. We have set out the details below and we would encourage you to pay careful attention to these measures.

1. By attending, you voluntarily assume all risks related to exposure to COVID-19. Please ensure you follow these guidelines at all times to keep yourself and others safe and healthy.
2. Delegates are advised not to arrive more than 15/20 minutes prior to the training starting and not to congregate at the entrance to the meeting room.
3. Delegates are advised to comply with the hotel's COVID 19 policies – Hand sanitising, social distancing and observing and complying with signage throughout.
4. Delegates are advised to inform the event organiser if feeling unwell and are obliged to return to their vehicle.
5. When not seated (at peak times) at the event, delegates must ensure to keep a minimum of 2 metres between each other as per HSE Guidelines.
6. In accordance with current government guidelines, participants will be required to wear masks for the duration of the training.
7. During breaks, the hotel will ensure refreshments are individually plated/wrapped and served. Tea and coffee will be served by an individual who will be wearing a mask or where individuals are to fill their own refreshments, hand sanitisers will be placed next to the stations.
8. Where flip charts and markers are used, enough markers will be supplied for each delegate to use and they will be wiped by each person using them after and returned – Sanitising wipes will be provided.
9. Where delegates are provided with a notepad, they are advised to take them home or dispose of them in bins provided at the venue.
10. Drinking glasses provided by the hotel will be cleaned as per HSE guidelines and the same glass will be used and kept with the person at all times throughout the training.
11. All meeting materials (pens, markers, clickers) will be sanitised before the training and after the training has ended.
12. The venue will ensure that all chairs, tables, screens, projectors etc, will be sanitised prior to training taking place.
13. Where AHI training props are used, these will be sanitised before use, will only be used by one person per session and will be deep cleaned and sanitised after use. They will be stored in a box and will not be handled while not in use.



14. Delegates must remain in their seats during the training. If they must leave and need to pass others to do so, they will be advised to sanitise upon re-entering the room.
15. Windows/doors can be left open to encourage fresh air flow.
16. Registration – each delegate will be supplied with a sanitised pen on arrival that they take with them and sign in at the registration desk. Once registered by must immediately proceed to their seat.
17. Delegates advised not to congregate in communal areas once the training has finished and to sanitise their hands on exit.
18. Hand sanitisers and disinfecting spray will be made readily available to delegates throughout the training