



Porsche Club

Great Britain



COVID-19 Pandemic Social Distancing Guide

**How to Safely Deliver Member Experiences;
Organised Drives, Events and Large Gatherings.**

Issued by PCGB Clubhouse, July 15th 2020 V1.0

Introduction

Event delivery and wider social gatherings are currently compromised by logistical and legal obligations required by Government, and a duty of care we owe to staff, volunteers and members alike.

This document details the steps you must take to meet the standards required in order to hold a PCGB endorsed event during the COVID-19 outbreak. Failure to adhere to the instruction will invalidate endorsement. Without endorsement, Club communications channels such as, but not limited to; official email, Mailchimp, social media, and the PCGB website (including Forums) cannot be used to promote, disseminate information, or provide ticketing to support the event.

At the most basic level, we are currently operating under government advice concerning small gatherings of our membership:

*People should continue to socially distance from those they do not live with wherever possible. **Social interactions should be limited to a group of no more than two households (indoors and out) or up to six people from different households (if outdoors).** It is against the law for gatherings of more than 30 people to take place in private homes (including gardens and other outdoor spaces).*

Businesses and venues following COVID-19 Secure guidelines can host larger groups. This is also the case for events in public outdoor spaces that are organised by businesses, charitable or political organisations, and public bodies, provided they take reasonable steps to mitigate the risk of transmission, in line with COVID-19 Secure Guidance, and including completion of a risk assessment. Any other gathering in an outdoor space must not be larger than 30 people.

These principals are expanded further within this document.

As isolated pockets of lockdown occur in England, and different rules apply to Wales, Scotland, and Ireland, developing a consistent approach that can be applied across all PCGB regions is difficult.

What is important to consider are the potential negative ramifications in the event of positive COVID tests (or worse) after a PCGB sanctioned activity. Online gatherings and drives can re-group under new Facebook names and are less likely to suffer commercial consequences, whereas PCGB's reputation with its commercial partners and the wider public would be harder to recover from. Our major partners are not sanctioning event activity/support for the foreseeable future, and we have to be cognisant of that decision when we determine our own policies.

Our approach is under frequent review and discussed weekly, so should there be any change in approach, it will be quickly communicated to all.

Process Summary:

- For the sake of brevity and relevance to PCGB, some of the Government's instructions have been omitted from this document. The full transcript can be found here: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>) **Emboldened text should be paid particular attention to. Highlighted text indicates an action either required by Government, and/or PCGB in order to achieve endorsement or meet legal requirement for an event or activity to be held.**
- **Determine what type of event you are proposing – a simple organised drive, social gathering of members, an event within an event (such as Oulton Park Classic), or a stand-alone event. This will determine the necessity for, or depth of detail a potential risk assessment requires.**
- **If conducting and submitting a risk assessment to the Clubhouse, follow Government and NHS guidelines as outlined in this document – tailor the assessment to the specific requirements of the event. Assistance can be sought from Clubhouse staff – Steve Gillings is the first point of contact for any clarification or help.**
- **The sample risk assessment provided illustrates some of the 'normal' issues that would be considered. Please use or delete these as appropriate. We recommend using the points on pages 9, 10 and 11 to form the basis of the assessment that relates to COVID issues.**
- **Nobody should feel under any obligation or pressure from member requests to arrange or attend social gatherings or events. We all have different tolerances to risk, home circumstances and personal health issues to contend with. Tolerance and understanding are key words to consider.**

Organised Group Drives – as published June 26th 2020

(<https://www.porscheclubgb.com/news-and-events/news/2020/june/organising-drives-in-a-covid-secure-world>)

This activity is likely to be the simplest to implement and enforce, requiring relatively few steps to enact.

Number of participants

No more than allowed by the current government guidelines for groups. Recognise that guidelines may change and vary country by country. To ensure guideline compliant numbers, members must pre-book; organisers should only share the drive details with those who have booked. Members should be reminded that it is not possible to bring additional guests that are not on the original booking.

Car sharing

Only members who are from the same family unit or support bubble can share the same car. A shared car counts one participant per occupant i.e. Driver and one passenger counts two towards the total participants allowed for a drive. Cars with additional occupants may limit the number of cars on a drive.

Health of participants

If any participant (including the organiser) has or suspects they or any member of their family unit may have Covid-19, are self-isolating, quarantining or are shielding they are not to attend the drive.

Start/End point

Should be away from any residential areas and spacious enough to allow social distancing. Always remember some car parks remain shut or might be busier than normal, be prepared to have a plan-B if you arrive at your destination to find your normally empty car park is full. Ideally start/end points should have access to toilet facilities.

Briefing

Should be carried out following current socially distancing guidelines. The content should include the normal driving guidelines together with any COVID specific procedures i.e. parking at destination, what to do with radios post event etc.

Hand Sanitizer

Members should be in possession of hand sanitiser.

PPE/Face Coverings

Currently there is no requirement to wear PPE or face coverings outside in public spaces where social distancing can be observed. Members and organisers may choose to wear both should it make them feel safer. Members should not be judged by the group for their own personal choice.

Participant Route Maps (If applicable)

These should either be sent to the participants prior to the event or if printed please allow members to collect these in a social distanced manner. Details should only be shared with those who have pre-booked.

Radios

Where organiser provided radios are used for turn-by-turn navigation and to ensure group safety these should be disinfected using Isopropyl Alcohol of at least 70% strength and placed in a sealed Ziploc bag together with a route map (if appropriate) at least 72 hours (further reducing any risk) prior to the drive.

Hand sanitizer should be used prior to collecting of a 'radio bag'. Used radios should be placed in a collection bag marked dirty. Radios should then be cleaned/charged. The organiser should always clean their hands after handling any dirty radios.

Routes

Organisers should avoid sensitive areas i.e. around hospitals, care homes or where there is likely to be an increased use of bicycles and/or walkers/pedestrians/horses. Some are obvious but bear in mind everyone has been enjoying a reduction in car usage so may not expect you to be in 'their' space. If you cannot see round a bend, always assume there is a hazard around the corner.

Food and drink

Recognise that your favourite destination i.e. Pubs or restaurants may be operating limited or restricted business hours, or require pre-booking, so be prepared for some forward planning. Should you decide to self-cater, please remind everyone to take rubbish home.

Toilets Public toilets remain shut in many areas, do your homework to avoid any embarrassment.

Photos

Be mindful that the #socialmediabandwagon is constantly on the lookout for something to complain about. Always avoid posting photographs of driving through otherwise quiet villages.

Government Guidance for Large Gatherings (updated July 10th 2020)

(<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>)

Activities that are designed for the attendance of more than 30 members require greater planning and preparation in order to meet legal requirements.

The following information is to help volunteers, employers, employees and the self-employed in England understand how to work safely and protect their customers (our members) during the COVID-19 pandemic, keeping to the recommended [social distancing guidance](#) applicable at the time.

Public health is devolved in Northern Ireland (detailed documentation and instruction:

<https://www.communities-ni.gov.uk/sites/default/files/publications/communities/covid-19-guidance-on-the-safe-return-of-sport.pdf> and latest bulletins here:

<https://www.executiveoffice-ni.gov.uk/news/statement-executive-decisions>),

Scotland (<https://www.gov.scot/publications/coronavirus-covid-19-advice-to-organisers-on-mass-events/>) and **Wales** (<https://gov.wales/guidance-leaving-your-home-and-seeing-other-people-coronavirus>); **this guidance should be considered alongside local public health and safety requirements and legislation in Northern Ireland, Scotland and Wales.**

For advice to businesses in other parts of the UK please see guidance set by the Northern Ireland Executive, the Scottish Government, and the Welsh Government. Tourism is also a devolved competency; as such, this guidance is meant to complement any guidance in the Devolved Administrations, where relevant.

While this guidance applies to England, you should always consider whether there are local restrictions in place in your area. If so, you should first read the guidance relevant to your area as this may supersede guidance in this document. You can find information on the current lockdown in Leicester [here](#).

This guidance is designed to be relevant for people who work within the visitor economy; for example, people who operate indoor and outdoor visitor attractions guidance, and guidance for people who run or manage spaces for business or leisure events. Separate guidance exists to provide information relating to pubs and restaurants for food settings.

How to use this guidance

This document sets out guidance on how to work safely within the visitor economy while minimising the risk of spreading COVID-19. **It gives practical considerations of how guidance can be applied which, in the case of the visitor economy, will be different for each proposed activity or event.** This guidance only relates to activities permitted by Her Majesty's Government regulation.

Each business will need to translate this into the specific actions it needs to take, depending on the nature of their business, including the size and type of business, how it is organised, operated, managed and regulated. **A site by site approach is essential and COVID-19 risk assessment for premises/activities will be unique.**

PCGB requires that a risk assessment, aligned to the principals and legal requirements outlined within this document is developed and submitted to the Clubhouse (FAO: Mandy Sear, Steve Gillings and Rich Baldelli) for consideration, prior to any confirmation or promotion of a proposed activity. The Club's risk assessment template should be used in conjunction with the requirements as laid out in this document.

This guidance does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as a business or an employer you continue to comply with your existing obligations, including those relating to individuals with protected characteristics. It contains non-statutory guidance to consider when complying with these existing obligations.

To help you decide which actions to take, you need to carry out an appropriate COVID-19 risk assessment, at a business and site level, just as you would for other health and safety related hazards. This risk assessment must be done in consultation with volunteers engaged in the event and any third-party contractor or supplier also involved.

We know many people are also keen to return to or contribute to volunteering. Organisations have a duty of care to volunteers to ensure as far as reasonably practicable they are not exposed to risks to their health and safety. This guidance around working safely during COVID-19 should ensure that volunteers are afforded the same level of protection to their health and safety as employees, the self-employed and customers.

In many instances in the visitor economy premises are let out to third party contractors and operators for specific usage. In such cases whilst the premises remain under the direct control of the owner, the actual event or function is under the control of the event planner/organiser.

What do we mean by 'the visitor economy'?

The visitor economy is much broader than tourism and encompasses all staying and non-staying visitors and the activities and expenditure involved in supplying products and services for visitors by both the private and public sectors.

The visitor economy also encompasses a multitude of different working environments, from outdoor paid for attractions like theme parks to indoor attractions like stately homes or planetariums.

It also includes a variety of activities and events which take place at hotels, convention and exhibition centres and conference halls and meeting rooms.

This guidance is aimed at business owners, operators and workers in the following areas:

- hotels and other guest accommodation (including self-catering accommodation, B&Bs, hostels, camping, holiday homes, caravan parks, boats and other types of

accommodation including short-term letting). This guidance should be read in conjunction with the working safely in hotels and other accommodation guidance.

- indoor and outdoor attractions (e.g. arcades, walking tours, theme parks, family entertainment centres, static funfairs, zoos, and aquariums). The events and entertainment guidance may also be useful for attractions that move around (e.g. travelling funfairs) to be published shortly.
- business events and consumer shows (e.g. events taking place in meetings, conference, convention and exhibition centres). Exhibition or conference centres must remain closed for events such as exhibitions or conferences, other than for those who work for the business or organisation who run the venue.

The guidance should also be read in conjunction with other [guidance on working safely during coronavirus](#), the [safer travel guidance](#) and other available sector guidance.

1. Thinking about risk

Objective: To carry out a COVID-19 risk assessment. Please use the template provided and tailor it to your event.

COVID-19 is a public health emergency. Everyone needs to assess and manage the risks of COVID-19, and in particular businesses should consider the risks to their workers and customers. As an event organiser, and PCGB as an employer, you also have a legal responsibility to protect workers and others from risk to their health and safety. This means you need to think about the risks they face and do everything reasonably practicable to minimise them, recognising you cannot completely eliminate the risk of COVID-19.

You must make sure that the risk assessment for your event addresses the risks of COVID-19, using this guidance to inform your decisions and control measures. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace. Your risk assessment will help you decide whether you have done everything you need to. The Health and Safety Executive has [guidance for business on how to manage risk and risk assessment at work](#) along with [specific advice to help control the risk of coronavirus in workplaces](#).

By listening and talking to your colleagues and volunteers about the proposed work/event and how you will manage risks from COVID-19 shows that you take their health and safety seriously.

At its most effective, full involvement of your workers creates a culture where relationships between employers and workers are based on collaboration, trust and joint problem solving. As is normal practice, workers should be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the employer.

1.1 Managing risk

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority

Operators in the visitor economy have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures.

Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected. In the context of COVID-19 this means protecting the health and safety of your colleagues and the PCGB membership by working through these steps in order:

1. In every situation, increasing the frequency of handwashing and surface cleaning.
2. Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where working from home is not practical, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government.
3. 2m or 1m with risk mitigation (where 2m is not viable) are acceptable. You should consider and set out the mitigations you will introduce in your risk assessment.
4. Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.
5. Further mitigating actions include:
 - increasing the frequency of hand washing and surface cleaning, including disinfection of high footfall areas or common touchpoints with particular attention to toilets/restrooms.
 - keeping the activity time of any activity where social distancing cannot be maintained as short as possible
 - using screens or barriers to separate people from each other
 - using back-to-back or side-to-side working (rather than face-to-face) whenever possible
 - reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)
 - Using screens or barriers to separate people from each other.
6. Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one should be forced to work in an unsafe work environment.
7. In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19.

The recommendations in the rest of this document are ones you must consider as you go through this process. You could also consider any advice that has been produced specifically for your sector, for example by trade associations or trades unions. [UKHospitality](#) has further information on many parts of the visitor economy that may help with this process, including hotels and other guest accommodation, restaurants, pubs and bars, amusement parks and holiday parks.

Failure to complete a risk assessment which takes account of COVID-19 or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law. The actions the enforcing authority can take include the provision of specific advice to employers to support them to achieve the required standard, through to issuing enforcement notices to help secure improvements. **Serious breaches and failure to comply with enforcement notices can constitute a criminal offence, with serious fines and even imprisonment for up to two years.** There is also a wider system of enforcement, which includes specific obligations and conditions for licensed premises.

1.2 Sharing the results of your risk assessment

You must share the results of your risk assessment with your volunteers and PCGB Clubhouse staff. If possible, you should consider publishing the results on your website (we suggest that any event promoted on the PCGB website includes the risk assessment document).

There may also be other industry standards or marks that you can use to demonstrate to any visitors, guests and customers that you have thought carefully about risk.

2. Managing your customers, visitors and contractors

Objective: To provide top level considerations for managing customers, visitors and contractors.

Steps that will usually be needed:

- 1. Assessing the number of customers, or crowd density, that can reasonably enable social distancing within any space. This will vary depending on layout or usage. This will require considering the total floorspace as well as pinch points and busy areas.**
- 2. For indoor and outdoor attractions, and business event venues, consider limiting the number of customers or adjusting the crowd density at any time. For example, by implementing timed ticketing or asking customers to book ahead where possible.**
- 3. Consider how customers and employees will move in congestion areas, for example doorways between adjacent indoor spaces and outdoor spaces.**
- 4. Reviewing how customers move through and around the venue (indoors and outdoors) and considering how you could adjust the flow of customers and employees to reduce congestion and contact, for example, queue management or one-way flow, where possible.**
- 5. Managing queues to ensure they do not cause a risk to individuals or other businesses, for example by introducing queuing systems, using barriers and having staff direct customers. This may include using outside premises for queuing where available and safe, for example some car parks.**

6. Ensuring any changes to entry, exit and queue management consider reasonable adjustments for those who need them, including disabled customers. For example, maintaining pedestrian and parking access for disabled customers.
7. Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired.
8. Encouraging customers to use hand sanitiser or handwashing facilities as they enter the premises to reduce the risk of transmission by touching products or surfaces.
9. Reminding customers who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.
10. Working with your local authority and landlord to consider the impact of your processes, including queues, on public spaces such as high streets and public car parks and fire escapes outside and within the public realm.
11. Having clearly designated positions from which colleagues can aid customers whilst maintaining social distance.
12. Working with neighbouring businesses and local authorities to consider how to stagger the number of people arriving throughout the day; for example, by staggering opening hours which could help reduce the demand on public transport at key times and avoid overcrowding.
13. For any activities which involve passing objects around the following should steps should be considered:
 - Putting in place picking up and dropping off collection points where possible, rather than passing goods hand to hand
 - Regular cleaning of these objects or replacement with new objects as and when needed
 - Encouraging increased handwashing and introducing more handwashing facilities for workers and customers or providing hand sanitiser where this is not practical.
14. Where changing facilities and toilets are required, setting clear use and cleaning guidance for toilets, showers, lockers and changing rooms to ensure they are kept clean and clear of personal items, where possible safe ventilation is increased and that social distancing is achieved as much as possible.
15. Where a premises delivers a mix of services, ensuring only those services that are permitted to be open are available. For example, a hairdresser should ensure that beauty or nail treatments are not offered; and a community or leisure centre should not host indoor sports or fitness activity.
16. Providing written or spoken communication of the latest guidelines to both workers and customers inside and outside the venue. You may want to display posters or information setting out how customers should behave at your venue to keep everyone safe.

People should continue to socially distance from those they do not live with wherever possible. Social interactions should be limited to a group of no more than two households (indoors and out) or up to six people from different households (if outdoors).

It is against the law for gatherings of more than 30 people to take place in private homes (including gardens and other outdoor spaces).

Businesses and venues following COVID-19 Secure guidelines can host larger groups. This is also the case for events in public outdoor spaces that are organised by businesses, charitable or political organisations, and public bodies, provided they take reasonable steps to mitigate the risk of transmission, in line with COVID-19 Secure guidance and including completion of a risk assessment. Any other gathering in an outdoor space must not be any larger than 30 people.

In particular, those operating venues or running events following COVID-19 Secure guidelines should take additional steps to ensure the safety of the public and prevent large gatherings or mass events from taking place. At this time, venues should not permit indoor performances, including drama, comedy and music, to take place in front of a live audience, and should not permit indoor grassroots sport to take place. From 11 July, venues should take account of the [working safely in the performing arts guidance](#) when organising outdoor performances.

Individual businesses or venues should consider the cumulative impact of many venues re-opening in a small area. This means working with local authorities, neighbouring businesses, and travel operators to assess this risk and applying additional mitigations. These could include:

- **further lowering capacity - even if it is possible to safely seat a number of people inside a venue, it may not be safe for them all to travel or enter that venue**
- **staggering entry times with other venues and taking steps to avoid queues building up in surrounding areas.**
- **arranging one-way travel routes between transport hubs and venues**
- **advising patrons to avoid particular forms of transport or routes and to avoid crowded areas when in transit to the venue**

Local authorities should avoid issuing licenses for events that could lead to larger gatherings forming and provide advice to businesses on how to manage events of this type. If appropriate, the government has powers under schedule 22 of the Coronavirus Act 2020 to close venues hosting large gatherings or prohibit certain events (or types of event) from taking place.

Venues should not permit indoor performances, including drama, comedy and music, to take place in front of a live audience. This is important to mitigate the risks of droplets and aerosol transmission - from either the performer(s) or their audience. There will be further guidance setting out how performing arts activity can be managed safely in other settings, for instance rehearsing or broadcast without an audience. There is an additional risk of infection in environments where you or others are singing, chanting, shouting or conversing loudly. This applies even if others are at a distance to you. You should therefore avoid environments that require you to raise your voice to communicate with anyone outside your household. All venues should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes - but is not limited to - refraining from playing music

or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission - particularly from aerosol and droplet transmission. We will develop further guidance, based on scientific evidence, to enable these activities as soon as possible. You should take similar steps to prevent other close contact activities - such as communal dancing.

Reconfiguring entertainment spaces to enable customers to be seated rather than standing. For example, repurposing dance floors for customer seating.

Making customers aware of, and encouraging compliance with, limits on gatherings. For example, on arrival or at booking. Indoor gatherings are limited to members of any two households (or support bubbles); while outdoor gatherings are limited to members of any two households (or support bubbles), or a group of at most six people from any number of households.

The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace. You should assist this service by keeping a temporary record of your customers and visitors for 21 days, in a way that is manageable for your business, and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks. Many businesses that take bookings already have systems for recording their customers and visitors – including restaurants, hotels, and hair salons. If you do not already do this, you should do so to help fight the virus. Government have worked with industry and relevant bodies to design a system in line with data protection legislation, details of which can be found in the [Maintaining records of staff, customers and visitors to support NHS Test and Trace guidance](#).

Exhibition or conference centres must remain closed for events such as exhibitions or conferences, other than for those who work for the business or organisation who run the venue.

- The [Meetings Industry Association](#) has produced guidance specifically for conferences and meetings venues, which is also wrapped into the wider UKHospitality guidance.
- [The Association of Event Organisers](#) will publish guidance specifically for exhibition, trade fairs and consumer shows to reopen.
- You should consider the relevant sections of workplace guidance as well as relevant guidance on pubs and restaurants and the UKHospitality guidance for catering requirements.
- Outdoor events (e.g. including agriculture shows and festivals) are covered by events guidance.

Whilst dense crowding is unlikely if social distancing is operating correctly, the revised layout of spaces may present health and safety in addition to security risks, particularly where multiple queues are created.

Considerations include:

- Operators should try and organise queuing within existing protected areas; Operators should NOT remove any security features or useful street furniture items without considering protective security in the round.
- If queuing is only possible outside of protected areas then consider and mitigate the vulnerabilities by: routing queues behind permanent physical structures (e.g. street furniture, bollards, trolley parks and bike racks) to provide a visual deterrent and delay; closing off vehicle access to shared spaces; adjusting servicing and delivery times; reducing the opportunities for vehicles (including potentially hostile vehicles) to interact with pedestrians; erecting robust barriers; introducing a reduced speed limit or traffic calming measures.
- Ensure there is a good communication system in place to inform people of any incident. Carry out a short exercise or test to check procedures and equipment for this are working correctly.

3. Who should go to work or volunteer their services?

Objective: People who can work from home should continue to do so. Employers should decide, in consultation with their employees, whether it is viable for them to continue working from home. Where it is decided that workers should come into their place of work then this will need to be reflected in the risk assessment and actions taken to manage the risks of transmission in line with this guidance. There is a recognition that for many workers in the visitor economy this will not be possible.

People who need to self-isolate

Objective: To make sure individuals who are advised to stay at home to prevent the spread of infection under [existing government guidance](#) do not physically come to work. This includes individuals who have symptoms of COVID-19, those who live in a household or are in a support bubble with someone who has symptoms, and those who are advised to self-isolate as part of the government's test and trace service.

Steps that will usually be needed:

1. Enabling workers to work from home while self-isolating if appropriate.
2. See current guidance for [employees](#) and [employers](#) relating to statutory sick pay due to COVID-19.
3. See [current guidance](#) for people who have symptoms and those who live with others who have symptoms.

Cars, accommodation and visits

Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.

Steps that will usually be needed:

1. **Avoid using public transport, and aim to walk, cycle, or drive instead. If using public transport is necessary, wearing a face covering is mandatory, unless you are exempt for health, disability or other reasons.**

- 2. Minimising the number of people outside of your household or support bubble travelling together in any one vehicle, using fixed travel partners (e.g. always travelling with the same people), increasing ventilation when possible and avoiding sitting face-to-face.**
- 3. Cleaning shared vehicles between shifts or on handover.**
- 4. Where workers are required to stay away from their home, centrally logging the stay and confirming that any overnight accommodation meets social distancing guidelines.**

This document was been prepared by the Department for Culture Media & Sport (DCMS) with input from members of the Visitor Economy Working Group; UKHospitality; VisitBritain; UKInbound; Association of Leading Visitor Attractions; Association of Event Organisers; the Meetings Industry Association, the Events Industry Board; Country Land and Business Association; trades unions and the devolved administrations in Wales, Scotland and Northern Ireland, and in consultation with Public Health England (PHE) and the Health and Safety Executive (HSE).

PCGB recommend that you discuss the concept of an event with the Club's Regional Operations Manager, Steve Gillings, prior to embarking on risk assessments and logistical preparations in great detail. A quick determination of feasibility can be made, with further advice and guidance available from the Clubhouse.

This document will be updated to reflect changes in legislation or Club stance concerning delivery of meetings and events.