Greetings,

Welcome to the COVID-19 response requirements for in person activities, events and meetings. There are strategies that need to be implemented to ensure the populace remains safe and we have looked at risk mitigation.

Contact Tracing

Records of attendance need to be strictly taken as a mitigating factor if contact tracing is required. The constable (or seneschal) of the group will need to keep the records until further notice.

There are two documents in the back of this booklet for use at any in person event, activity or meeting. The first document is for members. You will need to collect the following details:

- event/activity/meeting:
    - Name
    - Date
    - Address of event/activity/meeting
- attendees
    - Name
    - contact number and/or email
    - Membership number or NM

These documents can be populated electronically and marked when people physically attend.

Resources

To ensure we have bases covered, the following items need to be provided:

- handwashing facilities and/or Hand sanitiser
- cleaning products (such as disposable wipes, antibacterial spray or antibacterial wipes).

To lower the risk of community transmission, please observe the following:

- sanitation of tables, items and chairs (where needed) before and after use
- use of shared equipment to be limited as much as possible
- if shared equipment is to be used, it must be sanitised before and after use

I would encourage members of the populace to bring their own pens, sanitising products and any other item that they feel would assist with maintaining social distancing and other restrictions.

Food and catering

Catering is now possible in line with sanitation and hygiene guidelines. Please ensure that gloves are available, all utensils are clean and masks provided (if required).

If there are any questions regarding this, please feel free to contact the seneschal of the group or myself.

In service

Countess Beatrice Maria Malatesta

Lochac Seneschal

Society for Creative Anachronism
CONTACT TRACING ATTENDANCE SHEET

Group:	Steward/Organiser:	
Event Name:		Date:
Address:		
Mundane Name	Contact (mobile or email address)	Membership No/NM

Society for Creative Anachronism
CONTACT TRACING ATTENDANCE SHEET

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