

Standard Operating Procedure (SOP)	
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1. INTRODUCTION / PURPOSE

It is expected that from the 1st October 2020 business events, including meetings, conferences, exhibitions, conventions and consumer/trade shows will be allowed to take place across England, subject to any local lockdown restrictions (1). This Standard Operating Procedure (SOP) outlines the process and responsibilities which HEE staff within the Dental Workforce Development workstream in Yorkshire and the Humber should follow to ensure consistency in the organisation and delivery of face-to-face teaching and training during the COVID-19 pandemic.

The UK Government has dictated that gatherings of more than 30 people cannot take place, either indoors or outdoors, before the 1st October 2020. From the 1st October 2020, it is expected that larger events, including exhibitions and conferences, will be able to take place, providing adequate social distancing measures have been put in place at the venue (1). However, HEE will only commission events with more than 30 delegates when they are deemed essential for the development of the dental workforce.

2. SCOPE

This Standard Operating Procedure applies to all face-to-face courses commissioned by the Dental Workforce Development workstream from the 1st October 2020 onwards.

It is the responsibility of the venue to undertake a COVID-19 risk assessment and ensure that adequate social distancing measures can be implemented for the duration of the course, including catering arrangements and access to toilet facilities. All delegates and any HEE staff who are present have a responsibility to comply with the local venue policy at all times.

3. PROCEDURE

3.1 The Bid Submission Process

The Dental Tutor will first consider whether any course would be more appropriately delivered using an online format.

Dental support will confirm that the venue has undertaken a COVID-19 risk assessment and can accommodate the maximum number of delegates before any booking is made. If the venue has not undertaken a COVID-19 risk assessment the venue cannot be used.

Dental Support should ensure that all venues are able to provide speakers with a microphone as undue raising of the voice/shouting is considered a potential risk factor for the transmission of COVID-19 (1). Lapel microphones are preferred as they eliminate the shared handling and cross contamination of microphones.

The Dental Tutor will confirm that the Speaker(s) is not shielding and is happy to deliver face-to-face content. The need to maintain social distancing during the training session should be stressed and potential ways to reduce the risk of virus transmission should be discussed.

Whiteboards should be used, in preference to flipcharts, as they can be disinfected. The Dental Tutor should inform the speaker(s) that they will need to provide their own non-permanent whiteboard pens if a whiteboard is used (2).

The law states that individuals should wear a face covering in any enclosed public space where there are likely to encounter people that they would not normally meet (1). It can be difficult to communicate wearing a face mask therefore Speakers should be advised that they can wear a clear visor when they deliver the course. It is the responsibility of the Speaker to provide the visor.

The law states that a face covering can be removed if *'you are undertaking exercise or an activity and it would negatively impact your ability to do so'* (1). If a Speaker(s) feels that they cannot deliver the course content wearing a visor this should be discussed with the Associate Dental Dean for Dental Workforce Development.

The Dental Tutor should review the venue risk assessment and use their local knowledge of the venue to decide whether the course can proceed as planned.

3.2 In the Week Prior to the Course

The Dental Tutor will contact the Speaker(s) to confirm the arrangements.

The Dental Tutor will ensure that the Speaker is aware of the need to provide their own face covering/visor and any other necessary equipment such as whiteboard pens.

The Dental Tutor will confirm that the Speaker(s) is not symptomatic for COVID-19, living in a household with an actual or possible COVID-19 case or been identified by the NHS Test & Trace programme as someone who has been in close contact with a COVID-19 case. The latest guidance on COVID-19 isolation protocols can be accessed on the UK Government website.

Dental Support will inform all delegates, via a generic email, that they should not attend the course if they are symptomatic for COVID-19, living in a household with an actual or possible COVID-19 case or been identified by the NHS Test & Trace programme as someone who has been in close contact with a COVID-19 case. Delegates are advised to contact Dental Support if they cannot attend the course because they are isolating.

Dental Support will inform all delegates, via a generic email, that they should arrive 15 minutes before the scheduled start time of the course as entry into the venue may take longer than normal.

Dental Support will inform all delegates, via a generic email, that a face covering is mandatory as they are meeting in an enclosed public space with people that they do not normally meet (1). Delegates will be advised to bring spare face coverings as they will not be able to take part in the training session without a face covering.

If delegates are not able to wear a face covering this should be discussed with the Dental Tutor. This is not anticipated to be a problem as all dental care professionals routinely wear a face covering during the provision of dental treatment.

Dental Support will advise all delegates, via a generic email, that they should provide their own hand sanitiser.

Dental Support will advise all delegates, via a generic email, that they should bring their own pen and stationery to the course.

Dental Support will advise delegates, via a generic email, that they should avoid car sharing to and from the venue unless they are from the same household or support bubble.

Dental Support will advise delegates, via a generic email, that by attending the event delegates consent to the sharing of their contact details with NHS Test and Trace in the event of someone present at the event testing positive for Covid-19 within 14 days of attending.

The Dental Tutor will inform the Associate Dental Dean if they become symptomatic for COVID-19 or are required to isolate.

3.3 On the Day of the Course:

The Dental Tutor and Speaker(s) will arrive 30 minutes before the scheduled start time. There is an expectation that the Dental Tutors will be present at the start of each face-to-face course during the COVID-19 pandemic. Where this is not possible it should be discussed with the Associate Dental Dean

The Dental Tutor will confirm that the Speaker(s) is not symptomatic for COVID-19, living in a household with an actual or possible COVID-19 case or been identified by the NHS Test & Trace programme as someone who has been in close contact with a COVID-19 case.

The Dental Tutor and Speaker(s) will confirm that they are happy with the layout of the room and the social distancing arrangements that have been put in place by the venue. If there are any concerns these should be immediately raised with the venue management. The teaching session should not go ahead if there are any safety concerns.

Delegates will attend 15 minutes before the scheduled start time. The Dental Tutor will confirm that no delegates have symptoms of COVID-19 (high temperature, new and persistent cough or anosmia), are living in a household

with an actual or possible COVID-19 case or been recently identified by the NHS Test & Trace programme as someone who has been in close contact with a COVID-19 case.

Delegates will be 'signed in' on the attendance sheet by the Dental Tutor to confirm that they are present and not currently isolating.

The Speaker will include a slide at the start of their presentation emphasising the importance of regular hand sanitisation, maintaining social distancing and the need to wear a face covering for the duration of the teaching session.

The local venue policy should be followed with regard to ventilation to ensure a continuous supply of fresh air into the meeting room. This may involve opening any windows or operating air conditioning at full speed (2).

The Dental Tutor will ensure that the speaker(s) and delegates are aware that they must comply with local venue policy at all times including any one-way systems that are in operation, catering and toilet arrangements and fire evacuation policy.

The Dental Tutor should ideally be present for the duration of the course to help solve any problems, although it is accepted that this is not always possible. The Dental Tutor must not leave unless they are confident that the course can proceed without complications and they should be readily contactable in the event of any problems.

On completion of the course the Dental Tutor or Speakers(s) should return the attendance sheet to Dental Support in the usual way.

3.4 Following the Course

Dental Support will retain a list of all attendees (speakers, delegates and tutors) on the course for at least 21 days for the purpose of NHS Test & Trace.

4. RESPONSIBILITIES / DUTIES

- Associate Dental Dean: has overall responsibility for all face-to-face courses.
- Dental Tutor: Ensures that the Speaker(s) is aware of the COVID-19 Face-to-Face policy, screens the speaker(s) and delegates for COVID-19 on arrival and verifies that the course is safe to proceed.
- Dental Support: Ensure that all venues have a COVID-19 risk assessment in place, emails delegates 0-1 week before the course so they are aware of the COVID-19 Face-to-Face policy and retains a list of attendees for NHS Test & Trace
- Delegates: Have a responsibility to comply with local venue policy and the COVID-19 Face-to-Face policy.

5. MONITORING AND REVIEW:

This Standard Operating Procedure will be constantly reviewed by the Dental Senior Management Team in line with the UK Government guidance

6. APPROVAL:

Approving Committee: Dental Senior Management Team

Date of Approval: 23/09/2020

7. REFERENCES:

1. Working safely during coronavirus (Covid 19) The visitor economy, UK Government.
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
(accessed 14/08/20)
2. Roadmap to reopening and operating safely, version 3 updated 29/07/20, Meetings Industry Association, UK.