

Covid-19 Rapid test

You are considering the use of Covid-19 rapid tests for the safe organisation of meetings. These could be (for the time being) webinars and events, where you want to guarantee the safety of your crew, but at some stage in the future also hybrid and live events.

This document will help you in the organisation and explain what to look out for when using the tests for your event. Please make sure to also take a look at the instruction video on how to use the test: <https://shop.parthen.nl/nl/covid-19-snel-test.html>.

Should you have any questions after reading this information, please feel free to contact us.

In addition to supplying the Covid-19 rapid tests, we also offer a full-service package, including registration in advance and supervision of the entire process concerning the use of the test, in advance and on site.



Organisation in advance

It is important to picture the entire process beforehand and check every step. In doing so, we recommend the following considerations:

- Inform all parties concerned in advance that tests will be carried out and that access will be refused in the case of a positive test. This includes your crew, employees of the location, speakers and participants. Also include this information in the general terms and conditions of the congress.
- List all the items you need to purchase for using the tests. These are not only the tests themselves, but also protective gear such as gloves, clothing and mouth caps, as well as markings for the routes and communication tools. Parthen can certainly help you with this.
- Prepare a detailed budget for all additional costs. In addition to purchasing, you will need extra staff to carry out the tests and secure all entrances.
- The tests must be carried out by or under the supervision of a BIG-certified healthcare professional. Depending on the expected numbers, it is advisable to have several authorised persons present.

- After use, the tests should be disposed of as medical waste. Check how this is arranged within the municipality concerned.
- In addition to speakers and participants, the crew will also have to be tested. Consider having extra people on hand in case several crew members are tested positive. Temporary staff may also have questions about payment if they are not allowed to work. Think about this in advance and draw up a protocol.
- It helps to set up standard communication to participants, speakers and crew in advance. This will avoid a lot of extra work during peak periods. In addition, clear communication allows you to show that you, as an organisation, take the procedures very seriously and eliminate any uncertainty on the part of those involved as much as possible.
- Visit the location in advance in order to determine the routing and limit all risks.
- We recommend that despite the use of the tests the other measures should be observed, keep a distance of 1.5 metres, use a mouth cap, wash your hands, etc. Include these measures in your communication and your budget.
- Consider any legal issues beforehand such as responsibility after an outbreak or other claims you might want to protect yourself against.

Onsite

The day of the event has arrived. Everything you have been working towards over the past period must now come together. Consider the following:

- The routing within the event is very important. Make sure that it is not possible to enter via other entrances than the one(s) you planned for. Indicate the walking routes clearly with signs and/or floor stickers.
- You are going to create a secure bubble in which everyone has to be tested negative. This starts with the construction day(s) of the event already.
- Ensure that all staff have received a proper briefing and are aware of all measures and regulations.

- The safest way to test people is to make them wait without coming into contact with each other. A possible scenario is as follows:
 - Each participant is assigned a number on arrival which is also linked to the test. In this way the test is anonymous and privacy is not compromised.
 - You create a test where participants can be tested in separate booths, and can also wait for the results. These booths can easily be supplied by a stand construction company.
 - Participants arriving by car can be tested in the car after which the participant parks his or her car and waits in the car for the results.
 - In case of a negative result, the participant will receive a proof, e.g. in the form of a wristband. With this proof you can enter the event via the indicated route and pick up the name badge at the registration desk.
 - In case of a positive result, the participant can leave the parking lot or the building via an indicated route. In this case we advise the participant to refer to the Municipal Health Service (GGD) in order to have a test carried out.
- This procedure will have to be repeated on each day of the event. Think for example of a different colour wristband for each day.

Of course, the procedure and routing is highly dependent on the location of the event and the above procedure serves as an example. Consider the following points when determining your routing:

- How do you deal with multiple participants arriving together in one car?
- Do you want to work with a designated time slot for arrival so that not everyone has to be tested at the same time?
- How do you register the tests in compliance with the AVG law?
- How do you deal with participants who leave the venue during the day and want to come back again?

Participants

You can assume that participants may have questions about the tests. It is advisable to think about this in advance in order to prevent this from happening or to make sure you have an answer ready.

Examples of this are:

- Can I also test myself in advance?
- Will I get my money back if I test positive?
- How is my privacy protected?
- What about the cancellation conditions?
- If I have been tested negative recently, should I still be tested at the event?
- What happens with my DNA?
- Will I receive a proof or document of the test?
- Do I have the right to refuse the test?
- Is this test safe?
- Is this test reliable?
- After a negative test, do I still have to comply with the other measures, such as 1.5 metres distance?

Speakers

Such a procedure will also raise questions for speakers. In addition to the questions that a participant also has, we also advise you to consider the following:

- Just to be sure, have a speaker record his presentation in advance. If he or she is unable to gain access due to a positive test, the presentation can still take place.
- Can a speaker test the evening before a presentation in order to avoid any stress just before a presentation?
- What about the privacy of the speaker if he or she is suddenly not on stage, leading to conclusions by the participants?