

# IR Change Covid-19 Health and Safety

## REGULATION GUIDELINES



To avoid the spread of the Covid-19 virus, the following standard procedures should be followed by those who participate in face-to-face interactions during a process involving an IR Change panel member. These protocols are outlined below and should be upheld by all parties participating in an in person process to ensure the health and safety of all involved.

1. Participating parties must wear a face mask at all times.
2. Hand sanitiser should be readily available for participants to regularly sanitise their hands.
3. Parties must avoid sharing food platters, beverages and utensils.
4. The venue must be thoroughly cleaned and properly disinfected before each sitting of a process.
5. Documents should be provided for each party separately (no sharing of documents).
6. Attendance registers should be completed by one participant by taking and recording verbal details from all parties. This is to avoid passing around of documentation and writing materials.
7. Practice social distancing by keeping at least 1,5 meters between parties. Any physical contact with others should be avoided as far as possible.
8. Rooms within which the process is held should be big enough to comfortably accommodate all parties with the required 1,5 meter distance between them.
9. If a participant experiences any symptoms associated with Covid-19, they should not attend the process in person. In these cases, online attendance arrangements may be made if the party concerned is well enough to do so.
10. Should any of the parties feel particularly at risk and not comfortable with attending at in-person hearing, alternative arrangements can be made to accommodate a partly or fully online-facilitated hearing.
11. Should any of the attending parties contract Covid-19 within 14 days of the process taking place, IR Change should be informed immediately so that the other participants can be notified that they may have come into contact with the virus during the process.