

COVID-19: Standard Operating Procedures for Young Leaders Conference 2020.

You cannot attend the conference if;

- You have tested positive for COVID-19.
 - If you are experiencing COVID-19 like symptoms as cold, fever, sore throat, fatigue, cough and flu. Therefore in order to qualify, you must have COVID-19 test conducted 3 days prior resulting in negative.
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- In case of not having any COVID-19 like symptoms but to still be on the safe side in order to protect yourself from any ambiguity it's highly recommended for participants to take a recent test of COVID-19 before the conference which should test negative. If you do not take the test, you are on your own to any exposure towards such an illness for which you will also sign an indemnity form placed at the end of these SOPs. Whilst (in case of any symptoms) we won't allow the applicants with symptoms to attend the conference.
 - In case you are sensitive to any other allergies as asthma or have any other medical conditions, we recommend you to bring your medicines along with doctor's prescription and inform us beforehand.
 - There will be medical help desks available to cater concerns of participants.
 - While attending event make sure that you are wearing mask, your thermal scanning performed on entrance daily basis, proper sanitization ensured and to maintain a physical distance with other participants by staying 6 feet apart.
 - The Disinfection upon arrival will include, disinfecting booths, temperature screening, and ensuring that masks and gloves are worn on entry.
 - If any participant is found unwell at the time of check-in – then the participant shall be sent back home on immediate basis (as per the Doctor's recommendations) in such cases no refunds shall be made, since participants with COVID-19 and COVID-19 like symptoms as mentioned above will not be allowed.
 - Participants will be given safety kits which will include: masks, hand gloves, sanitizers, hand wash, alcohol swabs, disinfectants, rubbing alcohols, Immunity boosters, instructional flyers and wipes/tissues.
 - Hand sanitizers and tissues will accessible and placed in hall.
 - Wash hands often with soap and water for at least 20 seconds especially after in a public place, or after blowing nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of hands and rub them together until they feel dry. Avoid touching eyes, nose & mouth with unwashed hands.
 - Session hall will be disinfected before the start of the session and by the end of it.
 - Reinforcement on day end and day's start to adhere strictly to SOPs.
 - Seating arrangement will be arranged at a distance of at least 6 feet.
 - 250 participants will be accommodated in hall for the sessions and activities that caters 1200 individuals.

- Separate counters for food will be ensured – Que system for food.
- Each participant will be expected to disinfect themselves before entering the hall each time.
- All participants will need to wear masks and gloves at all times.
- Self sanitization will be the responsibility of each participant.
- Participants shall keep a distance of at least 6 feet from each other.
- All participants are expected to wash their hands before and after every meal.
- Hand shaking, close sitting, interaction with other participants without masks shall be strictly prohibited.
- Sharing of any training material i.e. writing pad, pen, agenda and checklist will be strictly prohibited.
- Participants shall be provided accommodation where 3 people will be staying at a place capacitated to accommodate 6 people, however we will ensure the social distancing in their rooms.
- Sharing any belongings i.e. towel, combs, creams, lotions etc. will be strictly prohibited, each participant is expected to bring their own toiletries from home.
- Participants after check-in will shower and change clothes on an immediate basis, and dirty laundry shall be given to the venue services to be washed.
- Toilets shall be kept clean and disinfected twice daily.
- Any participant with symptoms of Covid-19 shall inform the management team immediately.
- If you are diagnosed with COVID-19 less than 14 days after you attended YLC, you are requested to report this to YLC team at ylc@sol.edu.pk. This will help ensure we can communicate with other attendees at the conference and follow government advice.



DECLARATION: *I have read and understood the conditions and services of School of Leadership's program of Young Leaders Conference and want to attend the conference out of my own free will. In case of any accident/illness/natural calamities/political unrest/Health hazard, I will neither hold the management of YLC responsible. I agree to abide by the rules of the management, and if I don't follow them through then I am in full agreement to be expelled and sent home on an immediate basis.*

PERSONAL DETAILS:

Name in Full: _____

Address in Full: _____

_____ Age: _____, Gender: _____ Phone No. _____,

Mobile: _____ E-mail address if any:

Son/Daughter/Wife of:

_____ Place:

_____, Date: ___/___/_____,

Signature of Participant: _____

NOTE:

Any indemnity and/or declaration as prescribed by the paragraphs above has to also be countersigned by that person's parent or guardian whose full name and address shall be given:

Signature of Parent/Guardian: _____

Name & Full Address: _____

(Mail us your acceptance in pdf on ylc@sol.edu.pk)