

## **Health Protection (Coronavirus, Restrictions) Regulations (NI) 2021**

*This written statement should set out how you will meet the requirements under the above regulations in relation to **Covid status** at a relevant premises.*

<b>Premises Covid-19 Written Statement</b>	
Name of Premises:	
Completed by :	
Responsible Person:	
Date:	
Type of setting being operated:	

<p><b>What is the reasonable process for checking a person is a qualifying individual?</b></p> <p><b>What is the reasonable system to remove from or refuse access to the premises or event if not a qualifying individual?</b></p> <p><b>How does it align with existing processes?</b> <i>(e.g. normal ordering methods, ticket checks, ID/ age checking, security checks, queue management, signage and staffing)</i></p> <p><b>How does it align with existing track and trace processes?</b> <i>(e.g. customer detail collection)</i></p> <p><b>How will you encourage compliance with the scheme?</b> <i>(e.g. upfront messaging to customers as part of ticket sales, posters on display in and around the premise, updating your website to explain what customers need to do)</i></p>
<b>Additional Comments</b>

<b>Premises Covid-19 Written Statement: Practical Considerations</b>	
Have you read The Executive Office COVID-19 PANDEMIC Guide to the Coronavirus Restrictions in Northern Ireland and the public health advice? This guidance can be found at <a href="https://www.health-ni.gov.uk/publications/guidance-accompany-health-protection-coronavirus-restrictions-regulations-northern-ireland-2021">https://www.health-ni.gov.uk/publications/guidance-accompany-health-protection-coronavirus-restrictions-regulations-northern-ireland-2021</a>	
How many entrances are going to be in operation?	
Where will the checks be carried out as soon as reasonably practicable? (e.g. at the main entry point, at an outer perimeter, before ordering)	
Which staff will be carrying out the checks?	
Do you need additional staff at each entrance/ checking point and how many?	
Are you using the verifier app for venues? Available from <a href="https://covid-19.hscni.net/covidcert-check-ni-mobile-app/">https://covid-19.hscni.net/covidcert-check-ni-mobile-app/</a>	
Have staff been trained on how to use the verifier app and what to look out for?	
Do staff understand the different exemptions including results the app may display?	
Is there a process in place to verify staff are checking correctly?	
What is the process if an individual does not have appropriate certification?	
Do you have queue management measures in place and signage on certification requirements?	
How will you provide clear and up-to-date information to customers regarding entry requirements? (e.g. communicating entry requirements on your website, as part of your ticketing information or visually displayed as part of any material you display outside your venue or event)?	
Is there a privacy statement on display at the premises when verifying an individual's COVID Certificate?	

## NOTES:

1. A written statement describing the system must be retained whilst these regulations are in force and for a further period of 3 months, starting with the day after these Regulations cease to have effect. A person responsible must be able to produce the statement on receiving notice from a relevant officer and during the course of an inspection.

## 2. Evidencing your Covid Status

A person may evidence their Covid status through a number of ways, as follows:

- certification of a course of doses of an authorised vaccination (in paper or electronic form), with proof that final dose has been received at least 14 days before relevant time (time of entering event or entering premises);
  - certification of a negative COVID-19 Rapid Antigen Test, or a negative result of an on-site COVID-19 Rapid Antigen Test, within 48 hours of relevant time, by text or email through NHS Covid-19 reporting app;
  - valid notification of a positive COVID-19 PCR test, taken no earlier than 30 days, and no later than 180 days, before relevant time;
  - written confirmation of their participation (from the organiser of that trial) in a clinical coronavirus vaccination trial; or
  - evidence provided using N.I Covid Certification process, or an equivalent process if not a resident of Northern Ireland for medical exemption.
3. Evidence referred to must include or be accompanied by a document confirming a person's identify which includes their name as stated on the evidence provided and a photograph.
  4. Responsible person includes the owner, proprietor and manager.
  5. When verifying an individual's COVID certificate, and as such controlling an individual's data, organisations/ venues will be required to display a privacy notice. A template privacy notice can be found at <https://ico.org.uk/for-organisations/make-your-own-privacy-notice/>