

Protocol for walking tours and cycling tours in Utrecht.

This protocol is a guide for giving walking and cycling tours in Utrecht as safely as possible during the ongoing coronavirus pandemic. This protocol has been drafted according to guidelines from the RIVM (the Dutch *National Institute for Public Health and the Environment*) and the applicable emergency regulations from the Veiligheidsregio Utrecht. Given that each region and municipality has its own rules governing the use of public space during the coronavirus pandemic, the decision has been made to draft a local protocol specifically for city tour guides in Utrecht. Tour guides and walking and cycling tour participants are required to adhere to this protocol both prior to and during the activity.

General

- Cough and sneeze into your elbow.
- Use paper tissues to blow your nose and dispose of them immediately afterwards.
- Wash your hands frequently with soap.
- Do not shake hands.
- Always keep a distance of 1.5 metres (5 feet) from individuals who are not a part of your household.

Booking

- Walking and cycling tours may only take place on the basis of reservations.
- Any payment must be contactless.
- Each participating group's contact person must be informed about this protocol.
- Each contact person must indicate how many households their group comprises.

Walking or cycling tour

- The maximum number of participants is **15 people per tour guide**.
- Individual organisations may choose to dictate a lower maximum number. In these cases, that organisation will indicate what their maximum is during the booking process.
- The maximum number **must be reduced** in the following circumstances:
 - There is too much overcrowding at a particular time of the day or day of the week.
 - It is not feasible to ensure a distance of 1.5 metres between individuals and households.
- If the group exceeds the maximum number of participants, the group must be split.
- The group's contact person is responsible for sharing the protocol with the other participants in their group.
- **Give each other space**. It might not always be possible to give commentary at the spot where the relevant sight is located.
- The tour guide will modify the route as necessary in order to **avoid crowded areas**.

Start of the tour

- By joining the walking or cycling tour, participants agree to the protocol.
- The walking or cycling tour participants must arrive **no earlier than 10 minutes prior** to the start time of the tour.
- Always follow the tour guide's instructions.
- The tour guide will confirm that he/she is healthy when he/she conducts a walking or cycling tour.
- The tour guide will ask a series of questions to confirm that the walking or cycling tour can go ahead according to the RIVM guidelines and the rules detailed in this protocol.
- Throughout the course of the tour, the tour guide will give directions where necessary to enforce the protocol.
- Participants must indicate at the beginning of the tour who belongs to a household.

- The tour guide will give the following verbal disclaimer: “Participation is at your own risk: the tour guide and organisation accept no liability.” The tour guide indicates to the participants that they are required to maintain a distance of 1.5 metres from one another or from people who are not part of their household.

Cancelation by group, guide, or participant

- If the guide is presenting with symptoms related to COVID-19, the organisation will contact each group’s contact person to discuss a solution. The organisation’s own terms and conditions will regulate how to proceed.
- If a participant is presenting with symptoms related to COVID-19, contact must be made with the organisation concerned. The organisation’s own terms and conditions will regulate how to proceed.

This protocol takes effect on the 4th of August, 2020.

This protocol is undersigned by the following organisations and independent guides:

- Willemijn Bánki – Stadswandelingen Utrecht
- Wendy de Keijzer – Wendy’s Wandelingen,
- Henk Oldenziel – 030Gids
- Bart van Mierlo
- Raphaël Rijntjes
- Utrecht Marketing
- Utrecht Free Tours
- Free Walking Tour Utrecht
- Norman Vervat – Stadsgids.org
- STREETLIFE030, stichting RECHTOP
- Edwin van den Berg