

## **ESSENTIAL SAFETY INFORMATION**

To support us in keeping everyone safe we ask that you do not come onsite to attend your event if you are experiencing any [symptoms of COVID-19](#); if you have returned from another country in the last 14 days unless it is listed on the Government's travel corridor [exemption list](#) on the date of return; or if you have recently been in contact with someone to whom either of the above apply.

As we welcome you to our venue, our number one priority is the health and wellbeing of our visitors, staff and Members of the College so we have introduced a number of measures across the building to help everyone remain safe while they are here.

### **Measures we have introduced so far include:**

- Twice weekly meetings of our COVID-19 management response team to monitor changes in Government advice and review the measures we have in place.
  - Electro-static spraying of our event rooms prior to re-opening.
- Regular and enhanced cleaning of all event spaces, AV, equipment items, toilets and frequent touch points. Clean linen is used for every event.
  - Clear signage to guide people safely around the venue.
  - Hand sanitiser stations at our main entrances and the entrance to each event space.
  - Adjusted event room capacities to meet the one to two metre social distancing rules.
- Special catering menus offering boxed hot and cold lunches and packaged refreshment items.
  - Use of PPE where appropriate.
  - Training of all staff members on our new COVID-19 measures.
  - Social distancing measures implemented in all our office spaces.

We will continue to review and manage any risks and to respond to any changes in Government guidance, keeping our staff trained and up to date as we go.

We want you to feel confident and to have the best experience when you visit so we ask you to please:

- Allow a safe distance between staff and other visitors.
  - Use the hand sanitisers around the building.
  - Follow our directional signage where applicable.
- Do not come onsite if you are experiencing COVID-19 symptoms; if you have returned from a country that requires you to quarantine in the last 14 days; or if you have recently been in contact, with someone to whom any of these apply.