

# COVID-19 Meeting and Events



## Meeting Rooms

Initially, no large gatherings are to be undertaken, this will be reviewed in line with government guidelines prevailing at the time of your event.

We will be adhering to the 2m rule and expect masks to be worn when moving around the building. Wearing of masks during your event is recommended.

Congregating in break out areas will be discouraged; however, refreshment/drink stations will be set up in respective meeting rooms. (Multiple stations can be set up, if appropriate.)

Room windows will be opened where possible, to aid room ventilation.

Pre-packed Grab and Go option and/or food boxes will be used and brought to delegates.

Meeting rooms will be thoroughly cleaned after each use, during breaks and before each use.

Cleaning will focus on hand contact points, including; tables, chairs, drink stations, equipment, controllers, door and cupboard handles.

Delegates will be encouraged to bring their own pens, pencils and paper. These will be removed from all meeting rooms to avoid cross contamination.

Hand sanitising stations will be provided at entrance to meeting rooms.

## Staff

Departmental staff will keep to their own working area/department within the building and be discouraged from entering other areas of the hotel.

When shifts change, handover should be done via phone or video call where feasible.

All departmental staff will receive COVID 19 training.

All staff will be provided hand sanitiser that they will keep on them at all times.

