

SAFE, TRUSTED & GOOD TO GO



Arrival



Technology



Food & Drink



Content

Cleaning & Hygiene



Guest Movement



Meeting Space



Arrival

Social distancing sometimes isn't as easy as it sounds, but we have put together some steps to ensure that we are doing all we can to facilitate this for all our guests.

Guests will be asked to practice social distancing and reminded with floor markings and signage.

Room layouts will be arranged to ensure appropriate distancing or maximum capacities are introduced. Delegates will be given an information sheet prior to and on arrival detailing their responsibilities.

- Prior to arrival the meeting guidelines will be sent to the organiser to distribute to all guests
- One way system implemented using ropes and poles
- Meet & greet staff to ensure directions are followed
- Hand sanitiser stations in reception
- Social distancing signage in key areas
- Social distancing messages on reception screens
- Registration desks to be spaced out to facilitate social distancing
- Lift/stair stewards to ensure social distancing and hygiene measures are followed



Guest Movement



Floor markings showing social distancing

Clear directional signage

Implementation of a one way system using ropes and poles

Using separate doors for entrance and exit of a room

Floor stewards to ensure directions are followed

Toilets marked for social distancing

Responsibility of Delegates

We will rely on all our delegates to do their bit in ensuring the safety of all. Delegates will be given written instructions on respecting physical distancing measures in the meeting room and social areas.

Meeting organisers will be asked to outline measures for entering/leaving rooms, congregating at breaks and lunch times, at the beginning of the meeting. Delegates will be asked to remain in allocated seats, for the duration of meeting.

Meeting Space



- Room layouts meet specification but have entry and exit points for delegates, while maximising the capacity in the room and observing social distancing guidelines.
- Conference stationary removed from rooms and provided on request
- Use of disposable items or those which can be sanitised
- Meeting rooms, all equipment sanitised during breaks
- All tables and chairs to be sanitised during lunch
- All equipment will be sanitised at the start and end of each shift
- Cleaning kit available in meeting room for clients use during the day
- Hand sanitiser will be provided in meeting space
- All staff to have a designated individual standing area in room to allow for as little contact with each other and delegates

Food & Drink



- Social distancing measures in place with tables 2m apart
- Sanitised tables between seating
- Clear entry and exit procedures
- Hand sanitiser station upon entry and exiting for delegates use
- Cutlery roll ups
- Single use condiments
- Team members to wear single use gloves when serving, clearing and sanitising tables
- Buffet stations set with screen guards
- Delegates will have no contact with service utensils and plates on buffet line
- Once plate is complete with choices the plate will be covered and picked up at the end of the buffet area observing physical distancing
- Grab and go option offered
- Pre-plated individual desserts and fruit available

Cleaning & Hygiene



- Hand sanitiser will be provided in all areas
- Increase the frequency of cleaning and sanitation schedule for all areas, paying specific attention to guest touch points and high traffic locations
- Disposable paper towels will be available for hand drying in addition to the hand dryers in all toilets
- All linen will be removed and placed in sealed bags, and sent for cleaning and disinfecting
- All cutlery, crockery and glassware will be cleaned and disinfected
- All staff to be provided with face coverings, gloves and aprons where social distancing can not be maintained

Technology



Video Conferencing & Live Streaming

Meeting Room Package

This package is suitable for the smaller, more entry level, requirements where a working-from-home Zoom call doesn't quite cut it. The venues can offer a fit for purpose, professional environment to host the meeting from with facilities that allow for socially distant seating solutions for those presenting to the conference.

A professional camera and microphone setup, along with a modern LCD screen for the display of the video conferencing software to ensure a higher standard of video conference solution.

Conference Live Stream

Based on the updated capacity information for each of the venue spaces with social distancing measures in place, it may be the case that you are looking to hold a more traditional conference setup with stage and set, however, operate on a reduced in-person attendance figure.

In this scenario, a bolt-on package to stream a live feed of the event out to those at home that can't feasibly or safely attend so they don't miss out on key updates and information.

CONTACT US

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If you are consider an event at one of our sites please do not hesitate to contact us, we'd be happy to talk through our new safety measures.