

## **COVID-19 Secure Compliance Instructions for meeting organisers and their attendees 01/03/2022**

### **Background**

From 24 February 2022 the majority of coronavirus (COVID-19) restrictions were lifted in England. We are aware the global pandemic is not yet over, and consequently have reviewed our operations and will continue to follow government guidance as a continued precaution, to keep staff, delegates, and visitors safe while on site.

We have therefore put in place a range of measures to ensure that our venue fully complies with the latest government guidance on [Working safely during coronavirus \(COVID-19\)](#) and [Living with COVID-19](#).

Whilst people who have COVID-19 are no longer legally required to self-isolate, we respectfully request that anyone with COVID-19, or any of the main symptoms (a high temperature, new and persistent cough, or a loss or change in taste or smell) stays at home.

Our venue will follow a reduced social distancing rule with recommended mitigations, such as adequate ventilation and the option for face coverings to be worn while moving around the venue. Once seated you may remove your mask and while eating and drinking, however, if possible, please wear your mask while inside. We will operate to a maximum of 90% occupancy.

### **CIEH calls for basic COVID-19 controls to remain and for clear guidance for businesses and regulators**

The Chartered Institute of Environmental Health (CIEH) has joined the call for some basic COVID-19 controls to remain in place and is committed to communicating safer behaviours that our staff, delegates and visitors can follow to manage COVID-19 risks.

### **Travelling to the venue**

We expect that all meeting attendees and visitors who are planning to travel to our venue will adhere to government guidance that is recommended including but not limited to the following:

- Wherever possible, walking or cycling to the venue
- If using public transport, wearing a face covering throughout the journey
- Carrying hand sanitizer on your journey to our venue. We can offer a free refill (small hand sized container)
- Not travelling if you are feeling unwell
- Ensuring where possible you are vaccinated and follow NHS advice

**Effective from 1/03/2022**

**Please do not come to our venue if any of the following applies:**

- You are displaying any of the known symptoms of COVID-19 (a high temperature, new and persistent cough, or a loss or change in taste or smell)
- You are feeling generally unwell
- You suspect that you may have recently encountered someone that has COVID-19
- You have been advised to self-isolate or self-quarantine for any reason or tested positive via a lateral flow test or PCR test
- You have within 14 days been to any country that the UK government has a health travel advisory warning in place

**On arrival into the venue**

**Please do not enter if you feel unwell.**

Please adhere to all notices displayed outside of the venue and follow the correct entry to the venue.

- Please keep your face covering on when entering the building (optional)
- Use the hand sanitisers mounted on the walls as soon as you enter the building
- You will be advised as to the meeting room and area by the meeting organiser
- Please adhere to all procedures, signage, systems, safe-guards, and directions in place before, during and after your meeting.
- Hand sanitizing is requested on entry to building and on entry to any applicable catering points
- Please respect the social distancing rules that we have in place

**Toilet etiquette**

- During busy periods, please make use of all toilet facilities (including the accessible toilet) to ease congestion and through traffic at peak times.
- Follow door signage and use the hands-free foot opening and closing mechanism which is on the bottom of the door.

**Effective 01/03/2022**



## In the meeting room

- Be mindful of your distance from other meeting attendees and staff
- Seating has been set in accordance with reduced social distancing requirements
- All furniture has been sanitized before your arrival

## In the catering area

- Observe social distancing
- Sanitise your hands using the wall mounted hand sanitiser unit on entry to the catering room

## Our cleaning and sanitising systems

- The whole venue is sanitised with an advanced residual antimicrobial product, which harnesses biotechnology and is effective against bacteria, viruses, and pathogens.
- The antimicrobial agent in the product creates a barrier that kills germs upon impact and provides long-term protection on all our surfaces for up to 30 days.
- All touch points are cleaned and sanitised every two hours.
- Staff have been fully trained in hand hygiene and are monitored for compliance
- Gloves will be worn for each specific served catering service and changed during each process
- All staff will wear face shields
- All crockery has been fully sanitised through the dishwasher and all items have not been touched by human hands, staff using PPE have handled the equipment, ensuring its fit for purpose. Please place any used equipment on the dirties trolley

We want you to enjoy your experience of visiting and attending a meeting at 15Hatfields. Please follow any advice and direction provided by venue staff that are on duty during your visit. If you have any queries, please speak with a member of the venue team.

Thank you for choosing 15Hatfields.

[15hatfields.com](https://www.15hatfields.com)

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**Page 3 of 3**