



COVID-19 Secure Compliance

Instructions for meeting organisers and their attendees (effective from 19 July 2021)

Background

From 19 July 2021 the majority of coronavirus (COVID-19) restrictions will be lifted in England. We have reviewed our operations and will still be following the suggested government guidelines as a continued precaution to mitigate as much risk as possible 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 being COVID-19 secure. We will review this on a weekly basis and update as and when required.

Our venue will follow a reduced social distancing rule with recommended mitigation, such as the requirement for face coverings to be worn while moving around the venue. Once seated you may remove your mask and while eating and drinking, however you are advised to wear your mask while inside. We will operate to a maximum of 85% occupancy and advise each event on a case-by-case basis for any more detailed mitigation requirements.

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

Following the statements issued by the Faculty of Public Health and the Association of the Directors of Public Health this week, the Chartered Institute of Environmental Health (CIEH) has joined the call for some basic COVID-19 controls to remain in place after 19 July to control the speed of the spread of the virus.

Traveling to the venue

We expect that all meeting attendees and visitors who are planning to travel to our venue will adhere strictly to government guidance that is in force 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 and avoid travelling during peak times by staggering your journey as appropriate
- Maintaining social distancing as appropriate while travelling on public transport and when out in public
- Avoiding close face to face proximity with people outside your family and friend bubbles
- 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
- Please follow government guidelines and use free lateral flow tests twice a week to ensure you are not carrying the virus Please be vaccinated if possible, following NHS advice

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

- You believe that you have been in contact with anyone who has displayed COVID-19 symptoms in the last 14 days
- You have been informed by contact tracers that you have been in contact with anyone who has or is suspected to have COVID-19 symptoms
- You are running a temperature or are feeling generally unwell
- You are displaying any of the known symptoms of COVID-19
- You suspect that you may have come into contact with 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
- Use the hand sanitisers mounted on the walls as soon as you enter the building
- Report to reception and provide confirmation of your contact details as part of the NHS contact tracing requirement - please still use the QR code which is displayed
- 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
- A one-way system is in place around the venue which you will need to follow
- Please respect the social distancing rules that we have in place

Toilet etiquette

We currently have in operation is 'one in, one out' policy. Please therefore refrain from more than two people queuing to gain entrance to toilet facilities.

Please use the disabled toilet as well as either the Gents or Ladies. Follow door signage and use the hands-free foot opening and closing mechanism which is on the bottom of the door.

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In the meeting room

- Please follow the one-way flow around meeting room
- Be mindful of your distance from other meeting attendees and staff
- Do not congregate in any area inside or outside our venue
- Seating has been set in accordance with social distancing requirements - please do not move any chairs or change seats unless you are asked to do so by venue staff
- All furniture has been sanitized before your arrival

In the catering area

- Observe social distancing and one-way flow to the catering area
- Sanitise your hands using the wall mounted hand sanitiser unit on entry to the catering room
- Choose your snack off the snack area (all snacks are served on sanitized plates) please only take when you are sure, do not pick up, put down and choose something different
- Collect a bottle of water from the water station in the room, pick up the bottle with the glass on top this is yours for the day, please return any time for a new bottle and glass, please place your used items on the dirties trolley in the room

Our cleaning and sanitising systems

- Venue chairs are steam cleaned with a professional steam cleaner after every meeting
- All hard surfaces are sanitised after each meeting using professional cleaning products and hot steam.
- All touch points are cleaned and sanitised every two hours and on check list
- 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 of 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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