

# 1WS COVID-19 Venue Policy



## WELCOME TO 1 WIMPOLE STREET

It is with great excitement that after months of being closed, 1 Wimpole Street is open for meetings, social events, friends and family gatherings, wedding receptions and workspaces.

We commit to continually monitor and adhere to the latest government and Public Health England guidance and operate with new COVID-19 best practice measures in place. Below we outline important changes to our venue environment. These new policies will continue to evolve as our country advances through the various reopening phases and your health and wellbeing are our top priority.

### Our staff will maintain these 5 commitments and hope you will join us:

1. I will take part in rigorous COVID-19 training on the new hygiene, safety and cleaning standards
2. I will maintain 2m of physical distance, or 1m with mitigation
3. I will wash and sanitise my hands often
4. I will wear appropriate personal protective equipment (PPA) including a mask/visor, gloves etc
5. I will sign a daily fit for work declaration or stay home when I am sick, and I will get tested immediately if I have symptoms

For further details on 1 Wimpole Street's Enhanced Cleaning and Safety Procedures [please click here](#)

### What we ask of you:

- If you need to quarantine, are sick or not feeling well, please stay home.
- Wash hands frequently and use hand sanitiser where available.
- Please observe all physical distancing guidelines upon entrance to and throughout the venue.
- Please adhere to our venue's specific procedures; signage and staff will be here to help enforce this.

## ON SITE PROCEDURES

### Here is what you need to know:

- We are operating a QR Code **Track and Trace** procedure and will take your contact details which will be stored and deleted securely in line with GDPR regulations and ICO guidance 1 month after the event
- Everyone is encouraged to use **hand sanitiser/wash hands** upon entry to the building and practice respiratory hygiene throughout the day
- **1m-2m physical distancing** between guests must be respected at all times.
- Please sit in the **pre-allocated seating** where appropriate
- We will limit **cloakroom** access to a minimum, we expect visitors to keep their coat and bag with them at all times.
- Follow the **directional signage** to support one-way flow where possible
- **Food and beverage** will be delivered to your event space in appropriate, individual packaging
- Meeting and event rooms will be **aired and thoroughly sanitised** before each use
- We have a **COVID-19 Safety Champion** on-site each day to answer questions and support our visitors and staff

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COVID-19 guidance:

Visit [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus) for full details

ICO guidance <https://ico.org.uk/global/data-protection-and-coronavirusinformation-hub/>

*We commit to do everything we can to keep our members, delegates, visitors, suppliers and employees as safe as possible while still providing the excellent quality venue facilities we are known for.*

*We look forward to seeing you at 1 Wimpole Street soon!*