

1WS COVID-19 Venue Policy



WELCOME TO 1 WIMPOLE STREET

We commit to continually monitor and adhere to the latest government and Public Health England guidance and operate with 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 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 a safe distance
3. I will wash and sanitise my hands often
4. I will wear appropriate personal protective equipment (PPA) including a mask, 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

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 Covid-19 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 the NHS QR Code **Track and Trace** procedure. Any contact details taken will be stored and deleted securely in line with GDPR regulations 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
- **Physical distancing** between guests must be respected at all times.
- 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 and staff will respect distancing and wear PPE
- 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

COVID-19 guidance:

Visit www.gov.uk/coronavirus for full details

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!