



## Covid-19 Visitor Information

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 the RSM and 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 from colleagues and visitors
3. I will wash and sanitise my hands often
4. I will wear appropriate personal protective equipment (PPE) including a mask, gloves etc
5. I will be fit for work or stay home when I am sick and I will get tested immediately if I have symptoms

### What we ask of you:

- To comply with government guidance and public health best practices during the COVID-19 outbreak, we respectfully ask that you do not enter 1 Wimpole Street's premises if you have, or if you think that you may have Coronavirus Symptoms. The main symptoms of coronavirus are as follows:
  - a new continuous cough
  - a high temperature
  - a loss of, or change in, your normal sense of taste or smell (anosmia). For most people, coronavirus (COVID-19) will be a mild illness.
- If you need to quarantine, are sick or not feeling well, please stay home
- Please announce yourself at the reception desk upon arrival
- We are operating the NHS Track and Trace QR Code and contact details taken by our team will be stored and deleted securely in line with GDPR regulations 21 days after your visit
- We recommend wearing a mask in public areas unless you are exempt, wash hands frequently and use hand sanitiser where available
- Please observe all physical distancing guidelines upon entrance to and throughout the RSM
- Follow the directional signage to support one-way flow where possible
- Please adhere to the RSM's specific procedures; signage and staff will be available to help with this

### Here is what you need to know:

- We have a COVID-19 Safety Champion on-site each day to answer questions and support our visitors and staff
- If you become symptomatic of COVID-19 while visiting us, we would ask you to do the following please.
  - Inform the person you are visiting
  - You will be taken to the self-isolation room to minimise any risk of transmission.
  - The Duty Manager will support you throughout this process and talk you through our procedure for this eventuality in detail.
- If you become symptomatic or test positive for COVID-19 within 14 days of visiting us, please contact the person you visited who can then put in place our procedure to inform relevant staff and people you may have come into contact with whilst on-site.

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COVID-19 guidance:

Visit [www.gov.uk/coronavirus](https://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 the RSM and 1 Wimpole Street soon!*