

## OUR COMMITMENT TO YOUR SAFETY

The safety of our event guests, event organisers, suppliers and venue staff is our number one priority. The team have been successfully implementing social distancing measures, cleaning procedures and protective practices since reopening in the summer, and feedback from our recent events highlight our commitment to your safety.

*“We didn’t feel the COVID processes hindered our day at all. Safety was the prime concern and we were all made to feel safe throughout.” – Leverhulme Trust, Interview Panel, August 2020*

Our processes are regularly updated in line with government announcements and industry best practice. Below is a list of just some of the measures we have in place.

- Face masks to be worn by ALL staff, visitors, and guests. Exceptions include medical exemptions or when eating/drinking
- Venue and event specific signage highlighting physical distancing measures and one-way routes
- Staggered arrival and departure times and refreshment breaks
- Reduced room capacities and revised furniture layouts
- Complimentary video conferencing facilities available to for each event
- Guest lists to be retained for 21 days to assist with track and tracing
- Contactless AV service
- Served catering service
- Hand sanitising gel readily available at entrance, restrooms, in each event space and throughout the venue
- Dedicated rubbish bins for disposal PPE provided throughout venue
- All restrooms, handrails, door handles and lift panels disinfected every hour
- Tables, chairs, equipment and other high traffic touch points in meeting and event spaces disinfected at least twice a day or between uses

For further information, please visit [www.10-11cht.co.uk/coronavirus](http://www.10-11cht.co.uk/coronavirus)