

Keeping Covid-safe the Conference rooms and Meeting rooms when hired to 3rd parties

We will:

- Setup rooms to facilitate the use for meetings, training or other public use by organisations who rent the space from us by the hour or day
- Room layouts will respect the social distancing rules
- We will ask that a register of attendees be provided and:
 - We shall keep this register for a minimum of 14 days and a maximum of 21 days
 - This register would be provided for track and trace enquiries if requested of VC Conferences from regulated authorities including:
 - Police
 - Public health Agency
 - NHS contact and trace
- We cannot facilitate meetings outdoors
- We recommend windows are open and rooms ventilated
- Beverage containers will be cleaned and sanitised before being placed in a room
 - Biscuits and sugar will be prepacked
 - We will supply paper cups and stirrers
- All tables will be wiped and cleaned with sanitiser
- Microphones, flipcharts, pens are to be new or cleaned with sanitiser
- Light switches and door handles to be cleaned with sanitiser
- Chairs to be lightly sprayed and dried with clean dry cloth
- Window handles and window panes to be cleaned with sanitiser
- Refreshment tables to be sanitised during breaks for all day events
- All items left at the end of a meeting will be bagged and disposed of
- Hand sanitisers to be placed in each meeting room and there are three large hand sanitiser stations throughout the building
- We will update this policy via our website at <http://vcconferences.co.uk/room-hire/all-rooms>

What other actions are we taking?

Keeping Employees Safe

- We have minimised the number of people in our offices and other places of works
- Ensured on-site employees are trained so that they can spot Covid-19 symptoms

We are asking employees to:

- Quarantine immediately if they have symptoms
- Advise a manager if they consider someone else to have the symptoms

How are we ensuring social distancing in our offices, workplaces and in the communal areas of the Vassall Centre?

We are taking actions so that:

- Staff can stay 2 meters apart from others where possible
- Where people share rearrange desks to avoid face-to-face working
- Provided sanitiser on each desk

We are asking that:

- Everyone at the Vassall Centre wash hands and clean surfaces regularly
- Signs to keep 1+ metre distance

Cleaning

If someone has symptoms in either our workspace or communal areas we will follow the specific Government instructions for cleaning after a case of COVID-19

Communal Handwashing, toilets, kitchens, changing rooms and showers

At the Vassall Centre we are using a dedicated cleaning team, some of whom are our staff and others from 3rd party providers and will:

- Use signs and posters with instructions for employees, visitors and tenants at the Vassall Centre to **wash their hands for 20 seconds** as often as possible to **avoid touching their faces** and to **catch coughs and sneezes in tissues**
- Remind employees regularly to wash their hands, especially if they handle goods and merchandise
- Provide hand sanitiser throughout the site and in washrooms
- Make sure **toilets** are kept clean at all times
 - Provide paper towels and switch off electric dryers
 - Isolate every other WC cubicle within a toilet
 - Inspect every 2 hours and clean where soiled
 - Thoroughly clean every 4 hours
 - To record these cleaning schedules so they can be inspected

We may restrict the number of toilets and kitchens that are open to allow for more thorough cleaning, only two people allowed in at a time

- A list of opened toilets and kitchens will be displayed on the main reception board

Protecting customers, visitors and contractors on site

To manage the number of people on site at the Vassall Centre we are:

- Explaining social distancing when visitors arrive by use of signs
- Keeping contact with contractors to a minimum
- Keeping a record of visitors and contractors who are meeting with staff at VC Conference

Note: we cannot and are not logging tenants staff, their visitors or their

Contractors who visit the Vassall Centre

We are asking that the tenants do keep such records themselves

