

COVID-19 procedures to keep staff and delegates safe

Rooms: They will be set up to follow the government guidelines. Chairs and tables will be measured up to make sure everyone is safe.

Staff: They will follow the workplace policy and procedures. They will be required to wear PPE at all times and keep the centre clean and infection free as much as possible.

The Building: Hand sanitiser stations will be in place in every room for all delegates and staff to use. Food handles will be cleaned throughout the day.

Refreshments: There will be no self service. Staff will serve the delegates. Delegates will be offered refreshment on arrival served by conference staff wearing full PPE. Delegates will only touch their own drinks once it has been offered to them by a staff member. There will only be one conference in the refreshment area throughout the duration of their conference.

Mid-Session Refreshments: After the mid-session, refreshment will be offered if ordered. Staff will serve each delegate wearing full PPE.

Catering: We will be offering arrangements of light lunches, lunch boxes & buffets served by staff. We do understand that some organisations may want their delegates to bring their own food. Ask about this option when booking your next conference.

Toilets: Delegates will be asked to follow the procedure concerning the using of the facilities. Using antibacterial wipes to open / close doors, flushing the toilet, turning on / off taps for washing hands and to sanitise their hands once they leave the toilet.

During the conference: Staff will be required to use PPE at all times and will follow the cleaning policy and procedure. Staff will be required to clean the areas delegates have used.

After the conference: Delegates are asked to leave the building taking all their belongings with them, they will be encouraged to sanitise their hand as they leave. Everywhere will be deep cleaned after delegates have left and ready for the next conference.

All staff in the building: They will be asked to use the facilities away from the delegates and to keep in their own areas. To keep delegates and staff as safe as possible from cross contamination.

If you would like more information please do not hesitate to contact us at
Canalside Conference Centre

