

Safe Meetings Policy – update July 2021

Whilst this pandemic continues, the safety of our staff and customers is paramount. Our senior managers are committed to implementing the appropriate measures to minimise the risk of contracting COVID-19 whilst at Ashorne Hill.

We want you to have the confidence that the team at Ashorne Hill can deliver this for you, whilst providing a high level of service that continues to work in partnership with you to ensure that your event achieves all its' objectives.

We have a full Covid-19 Risk Assessment which is under regular review to consider current guidelines. We aim to return to a 'normal' service as soon as possible and will remove/reduce measures accordingly.

These are some of the activities currently in place that we hope will give reassurance: -

- Guests are encouraged to continue to wear masks in public areas, particularly around coffee stations and lounges where guests are likely to mix with other groups.
- Main access points have hand sanitisation units and all main meeting rooms have hand sanitisers provided on entrance.
- Meeting rooms have a clear desk policy to prevent unnecessary collection of materials that could be contaminated. Meeting rooms are fogged between customers and facilitators are encouraged to leave windows open to allow for additional ventilation. We suggest that delegates chose a safe spot in the meeting room for their event.
- Increased cleaning routines will be introduced for meeting rooms and bedrooms to disinfect thoroughly between occupancy and in public areas with enhanced regularity.
- Hand sanitizers and /or disinfectant wipes will be made available in meeting rooms, bedrooms, entry points and public areas.
- Track and trace information is gathered for our visitors to aid in speedy contact if necessary. The NHS QR Code is on display around the building for guests to 'check-in to the venue'.
- The restaurant has been set up with smaller groups at tables and the flow of guests is managed by our restaurant team.
- Our buffet services in the restaurant are assisted service where possible.
- Our meeting room buffet service is restricted to a boxed lunch only to prevent the sharing of utensils.
- Bar service is currently managed through a queuing system.