

# Covid-19 Safety Protocols - Our full list

The Government has decided to move to Step 4 of the Covid-19 roadmap. Many legal restrictions have been lifted; however, caution is being advised. We have taken advice from the City of London and Hackney Public Health, who are advising businesses to act responsibly and keep certain measures where possible to ensure staff and visitors are safe.

Here is the full list of protocols we will be following at Bishopsgate Institute. These measures have been put in place to keep everyone safe – staff, visitors, contractors, and guests alike. We are listening to government requirements and reviewing our policies all the time. As requirements are updated our rules may change too. In the meantime, here's what you can expect from your visit to the building.

If you or someone you are in contact with has symptoms of Covid-19, we ask that you don't put other people at risk. Please stay away until you are well.

- All activity has to be pre-booked, and we require attendees' contact details to be made available.
  - Your guests can check in directly using the QR code available at the entrances. This is in compliance with the government's 'Test and Trace' requirements. We ask that if you're collecting details on behalf of guests, you keep these for 21 days after the event.
  - We have limited the number of visitors to our building.
  - All visitors are expected and recommended to wear face coverings in the corridors of our building and all public spaces. This includes our reception area, corridors, toilets, and queue to the bar.
  - Once settled in the room you are using, you may remove your face coverings if this has been risk assessed by the hirer or group leader.
  - We will be requesting a copy of hirer's risk assessments ahead of the event.
  - All toilets are to be deep cleaned every day.
  - Staff will wear face coverings when necessary, except if they're behind a protective screen.
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- We have increased the frequency of our cleaning throughout the building including toilets and 'high touch' points, including door handles, ballet barres and AV equipment.
- To allow air flow and increase ventilation, windows and non-fire doors will be wedged open where possible.
- No changing room facilities will be provided unless agreed in advance with the Venue Hire and Event Planning Team.
- We encourage use of our lifts by those with access needs only.
- Hand sanitiser is provided in prominent locations.
- You may take refreshments in your hired rooms only. Archive users must exit the building for lunch and coffee breaks.
- You may not use public areas for breaks.
- You may not wait in public areas for a class to start.
- We have touch free water coolers on-site

If you'd like to discuss any of these measures, please contact [\*\*events@bishopsgate.org.uk\*\*](mailto:events@bishopsgate.org.uk)

We are pleased to have been awarded the "Good to Go" accreditation from Visit England, meaning our venue is Covid secure.

