

Covid-19 Safety Protocols

– Our full list

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 people who can access our spaces to allow for physical distancing.
 - Everyone must use hand sanitiser when they enter the building.
 - All visitors are required to wear face coverings in the corridors of our building and all public spaces.
 - Once settled in the room you are using, you may remove your face coverings if physical distancing can be maintained and 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.
 - We have introduced a one-way system throughout the building. There will be barriers and signage to guide you.
 - We have introduced physical distancing in the toilets. Numbers will be limited in each set of toilets, and we ask that you only use the toilets nearest to the space you're using.
 - All toilets are to be deep cleaned every day.
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- In the toilets, we have turned off the hand dryers. There will be paper towels available to dry your hands.
- We have added signage to remind you of physical distancing measures and the importance of hand washing.
- We have limited the number of staff working to essential staff for the time being. This will include a Fire Marshal and First Aider.
- Staff will wear masks when necessary, except if they're behind a protective screen.
- 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.
- A high-grade fogging system will be used daily in all rooms.
- 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.
- Use of our lifts will be available to those with access needs only. You should confirm this requirement with our team in advance of your visit. If a last-minute access requirement arises, let the Duty Manager know and they will prepare the lift for you.
- Hand sanitiser will be 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 removed public water dispensers, so we recommend you bring a water bottle with you.
- We have removed all fixed seating. Seating areas are available outside in the nearby Spitalfields market if required.

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