

Holding Your Event Safely at the QEII Centre





WELCOME

The health and safety of our clients, delegates, contractors and staff is of paramount importance.

This guide will demonstrate the enhanced safety measures we have taken in preparation for reopening, providing reassurance and instilling confidence for you and your delegates that the QEII Centre is ready to run events in a post Covid-19 world.

The QEII Centre is committed to ensuring that its measures are aligned with the leading industry standards and has successfully met the criteria for two major accreditations, the Meetings Industry Association, AIM Secure accreditation and Visit Britain's We're Good to Go.



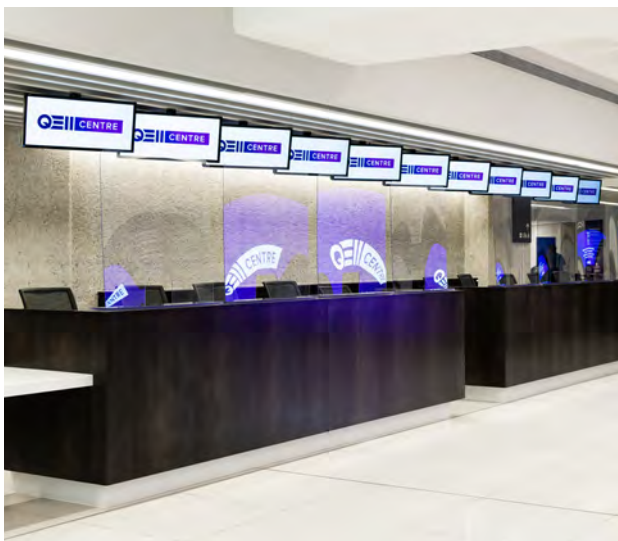
Enhanced Safety Measures



At the QEII Centre, we have always worked in partnership with our clients to help them plan and deliver successful events. In light of the current government advice we have amended our procedures on site. This guide will highlight the key steps that we are taking to make the Centre safe and how we can work with you to deliver a successful event.

Cleaning

- Ensure all spaces and touch surfaces are regularly sanitised e.g. door handles, push plates, stair rails, lift call buttons etc.
- Regular Clorox deep clean for rooms, furniture and equipment



Facilities

- Sneeze screens are provided at reception and registration areas, and across the Centre as required by Clients
- Each item stored in the cloakroom will be placed in its own clear biodegradable and eco-friendly garment bag to avoid contamination
- Additional hygiene measures are in place in our toilets; hand sanitiser and disposable seat covers

Staff

- All staff have undergone extensive online health and safety training on the revised procedures in preparation for the return of events to the Centre
- All staff will have their temperature taken by a thermal camera at the staff entrance
- All staff members present a negative lateral flow test to gain entry to the Centre.
- All staff will wear a face covering when in public areas or will clearly display a lanyard detailing exemption.

Enhanced Safety Measures



- On arrival all guests are kindly asked to use the hand sanitisers located in the entrance
- A thermal imaging camera is located in the entrance to assess body temperature. Any guest with a temperature over 100.4 F, 38.0 C will not be permitted to enter as this indicates a possible fever
- We will work with you to manage any guests who show signs of fever

Pre-Event

- We kindly ask that our “Information for Delegates” pack is sent ahead of the event; this will avoid unnecessary questions and queues on arrival

Registration and Arrival

- In line with the government advice relating to Step 4 in its road-map the QEII Centre will require all visitors to show evidence of a negative lateral flow test dated within 48 hours of attendance (reported on the Government website & displayed via text or via the NHS app) or proof of double vaccination no less than 14 days before attendance (displayed via the NHS app or NHS website). If you aim to take this route, please ensure you register for this in advance to avoid any delays. Please note that the NHS app is not the same as the contact tracing app that you use to check into venues. **Please note that this is a condition of entry to the Centre.**

During the Event

- We recommend delegates carry out regular 20 second hand washes
- Delegates are required to cover their face when in public areas. Once at their event they should follow the guidance issued by the organiser. Delegates will not be admitted to the site if they are not wearing a face covering or cannot present evidence of why they cannot wear a covering (lanyard/certificate). This is for the safety and confidence of all.