

**Event Organisers & Meeting hosts pre event communication from the 16<sup>th</sup> August 2021**

All guests should familiarise themselves with the current guidance as set out at [gov.uk/coronavirus](http://gov.uk/coronavirus) and follow any measures to help stop the spread of coronavirus.

**Guest entrance and departure** - All guests are asked to enter and depart the building via the front doors. The entrance to the hotel venue has clearly marked entrance and exit doors.

**Face coverings:** Government advice has now been updated such that face coverings are no longer mandatory for the general public whilst in hotel public areas. In England, The Government recommend that face masks are worn when people come into contact with people they don't normally meet in enclosed and crowded spaces. The venue team will not be enforcing this as it is no longer a legal requirement and the personal responsibility now rests with our guests as individuals to take measures as appropriate.

**Social Distancing:** Whilst no longer a legal requirement, guests are asked to respect the recommended **social distancing** protocols where appropriate, such as in public areas such as corridors, lounge areas, the restaurant and where space may be limited, such as public bathrooms. Please be mindful that areas such as toilets, lifts and luggage rooms have a narrow access and egress we would recommend extra caution when accessing these spaces.

**Hygiene:** Guests are requested to take personal responsibility in upholding good hygiene, to wash their hands regularly, or use sanitiser when a sink is not available in line with government guidelines especially when using the restroom, sneezing, touching the face, blowing the nose, and smoking, eating, and drinking. WHO guidance on handwashing is provided in public handwashing facilities and good practise is to ensure hands are washed or sanitised hourly.

**Reducing the risk of infection:** We strongly recommend that event organisers take necessary precautions to mitigate the risk of Covid 19. We recommend organisers adopt the following steps during their event as necessary:

1. Delegates provide a covid vaccine pass QR code (available on the NHS app or NHS website)
2. Delegates are in receipt of a letter confirming their vaccination status (this can be provided by ringing 119)
3. In the event a delegate has a positive PCR test which has taken place within 90 days of the event arrival date, the delegate provides evidence that a 10 day isolation period is complete
4. Delegates provide a negative LTF test which has been taken within 48 hours of the event arrival date and time (the time must match equally to the predicted event arrival time)

**Ventilation:**

Conference Aston operates mechanical and natural ventilation in meeting room, catering, and lounge areas. The following areas are mechanically ventilated, the system is set to operate during business operational hours: Conference Room 1 A, B, C, Conference Room 3, Ground Floor, Bar, Lounge, Courtyard Restaurant including private dining rooms and conference Room 127. In room air conditioning units can ONLY be used when the mechanical ventilation system is operational.

Naturally ventilated meeting rooms: All remaining meeting rooms listed below are to be ventilated by natural methods such as opening windows and doors (fire doors cannot be opened). Room 122, Room 123, Room 124, Room 125, Room 128, Room 129, Room 130, Room 131, Room 132, Room 134, Room 135, Room 137, Room 139, Room 140, Room 141, Room 142, Room 143, Room 144, Room 145. All rooms will be set up with windows being open at 25mm. Organiser can open the windows further but must always maintain the windows open at least 25mm. The in-room air conditioning units can ONLY be used when the ventilation process is in operation e.g. all windows open by 25mm



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**Track and Trace:** The organisation hosting the event should ensure that the contact details are obtained for all attendees. Please ensure that you obtain the contact details for all attendees who will be on site attending the meeting at Conference Aston. This should include their name, telephone number, email address, home address. Conference Aston will not retain this information directly. In the event of the hotel requiring this detail to support with track and trace, the hotel will contact the event organiser to provide this.

**Meet and Greet:** Organisers will be greeted individually by a member of our team and a health and safety briefing provided to cover the following:

**Pre-Event Risk Assessment:** This will be a review of the risk assessment that was undertaken pre-event, with the host on the day to ensure the information is still up to date.

**Stationery and Flipcharts:** We ask all organisers and event hosts to request delegates bring their own meeting stationery if possible, such as pens, pencils or pads. Conference Aston will not provide stationery or flipchart pads in the meeting rooms as standard, to minimise cross-use. Our team will be happy to provide these on request for you on the day if needed. Where possible, we recommend the use of whiteboards using the markers provided.

**Toilet facilities** – Public bathrooms will be recommended to each meeting room and this will be suggested during your meet and greet briefing. Delegates attending conferences or meetings are advised to follow appropriate social distancing when using public bathrooms and to take rest breaks during the course of the day as required to reduce queues during breaks.

**Tea, Coffee, Refreshments and Lunch:** For meetings and events with tea, coffee and lunch, arrangements will be specific to each event with timings agreed in advance with the event host/organiser. The location and timings for arrival, mid-morning and afternoon breaks will be agreed in advance as required. Lunch timings and location will also be agreed in advance. The venue will seek to maintain the choice of food and beverages, however, service styles may vary to reduce contact and enable social distancing.

It is important that timings for refreshment and lunch breaks are adhered to. Individual events will have set times to avoid different groups mixing, reduce capacity density in public areas and help support social distancing and therefore the spread of coronavirus. We request that delegates dispose of any used coffee cups or waste in the bins provided, prior to departing.

**Meeting Room cleaning:** Your meeting room will be cleaned and sanitised prior to arrival. There will be a midday clean and sanitise during your lunch break and at the end of the day. We request that all materials are tidied from desks to allow our team to perform the midday and end of day cleans. A cleaning caddy is provided in your meeting room and we request organisers/hosts utilise these to clean AV equipment, stationery and other items before and after use.

**What to do if you or a delegate develop symptoms at the venue:** If you feel unwell at any point, you should alert the venue reception team immediately by dialling 3011 from an internal telephone. If you are a residential guest, you should remain in your hotel room and contact the hotel reception using the telephone. Once you have notified reception, they will contact the hotel's duty manager and the duty manager will provide the support to you and make appropriate arrangements.

We advise delegates to inform their event host in the first instance should they feel unwell or experience symptoms. The event host/organiser should then contact our reception team immediately.

Please rest assured, we have a process in place should you or a delegate feel unwell, to assist and support as required. The venue also has an isolation room set aside in the hotel ready to support any of our guests who feel unwell during their stay. Our duty manager will support guests as required with access to the isolation room.



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**At all times during your event at Conference Aston**, we expect all guests, delegates and organisers to take responsibility for their own safety and the safety of others through adopting social distancing measures, personal health, good hygiene, and other precautions as necessary. These should be followed throughout all areas of the hotel and conference venue to help prevent the spread of coronavirus and support in maintaining a safe and welcoming environment for all.

**If you have any questions at any point, please don't hesitate to ask a member of our team.**

**We look forward to welcoming you and your delegates for a safe, in-person experience.**



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