

Cavendish Venues (CV) Covid-19 Policy

Updated 1st September 2021

For Guests

- On arrival please use the hand gel provided to sanitise your hands and follow up with a visit to the washrooms
- While wearing a face covering is a personal choice and judgement, we'd encourage our guests to wear one in our venues if you can
- Disposable gloves are available at sanitising stations
- Disinfectant wipes will be available around the venues. Disinfectant wipes will also be available on request at the conference office
- At all times, where possible, please stay LEFT when moving around the buildings to allow each other a bit more space
- While social distancing is not a legal requirement, we encourage our guests to limit close contact and keep distance from others where possible

General Hygiene Rules

- Wash your hands regularly and after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers found around the venues.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected

Venue Protocols

- Cavendish Venues have a rapid lateral workplace Covid test schedule in place whereby all members of staff and contractors alike will be tested twice a week, all results to be reported to the NHS on Covid-19 test results portal for reference
- All handrails, door handles, lift panels and other touch points disinfected regularly
- Restrooms assigned with attendants to carry out cleaning and disinfecting work
- Tables and chairs disinfected regularly
- All staff members required to wear face coverings when interacting with guests, unless exempt
- Hand sanitizing stations dotted around the venues
- Rubbish bins for disposal of used face masks at exit points
- Signage specifying hygiene rules placed around the venues
- Signage with guidance and advice on wearing face coverings and social distancing displayed in the venues
- Signage with NHS Test & Trace QR codes displayed in the venues

Catering Covid-19 Policy

The team at Mayfair Catering are proud of our high standards in food hygiene as reflected in FSA ratings and 5 star food hygiene ratings at all of our venues.

In addition to the above, we have made the following adjustments to accommodate new ways of working post Coronavirus

Catering Staff:

- Prior to returning to work, all staff are required to complete Staff Health Declaration.
- All staff to receive Covid Awareness Training including guidance on social distancing and hygiene measures
- All staff have been supplied with Personal Protective Equipment
- One member of staff per venue has been designated as a 'Covid Champion' with responsibility to monitor that Covid control procedures are being followed.
- All back of the house staff (chefs and kitchen porters) to follow Covid Control Measures
- All kitchen surfaces and equipment to be thoroughly cleaned and sanitised after each use
- Each venue is audited by CFS (Food safety auditing)

- Mayfair Catering is part of CV's rapid lateral workplace Covid test schedule. All members of staff will be tested twice a week, all results will be reported to NHS on to the government Covid 19 test results portal for reference

Deliveries:

- All suppliers are checked for Covid-19 compliance.
- All suppliers required to wear PPE when handling goods and when on premises unless exempt
- All suppliers to observe social distancing where possible

Conference Refreshment Breaks:

- Catering areas will be stocked disinfectant wipes and hand sanitisers

Conference Lunch:

- Individually portioned lunches available as an option
- All catering packages are made from eco-friendly materials.
- Increased cleaning and disinfection of frequently touched objects and surfaces
- Hand-sanitiser and wipes will be provided

Illness Response Plan

If someone needs medical assistance, please call venue management on 02077067700, explain the nature of the medical emergency and clearly tell the management that the person has Covid-19 symptoms.

Remain 2 metres away from the person at all times and ensure other people also stay 2 meters away from the person.

If there is a room nearby where the person can be isolated behind a closed door, move the person to that room. If the person is already in a room where they can be isolated, they must stay there and await assistance.

The person with suspected Covid-19 must return to their residence as soon as possible to self-isolate as per Government guidance. If they can only get home using public transport they should be supplied with a surgical face covering and gloves for the journey home.

Testing for Covid-19

Anyone who develops any of the following three Covid-19 symptoms must immediately self-isolate and book a Covid-19 test by calling 119 or visiting the NHS website.

Most common symptoms include:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste.