



COVID safe meetings and events at St Martins House

At St Martins House Conference Centre, we have put in place a range of COVID secure practices to keep everyone safe which have been accredited with Visit England's 'WE'RE GOOD TO GO' industry standard.

Following the Government's changes to COVID guidelines and restrictions on the 19th July 2021, our focus remains on keeping our delegates and customers, along with our hard working and extremely dedicated team members safe.

1. We require delegates and customers to continue wearing a face covering in all public areas in St Martins House.
2. St Martins House operates the NHS Track & Trace App and all delegates are required to register on arrival.
3. There are hand sanitiser points throughout the building.
4. Room capacities of all conference rooms no longer require social distancing unless requested by the event organiser.
5. We no longer provide writing pads and pens.
6. The catering offer has been modified to COVID safe packaged items for clients to collect (grab and go), no utensils are used.
7. Additional hand sanitiser and anti-bac wipes are available for delegates use on touch point areas of the collection station.
8. All staff wear appropriate personal protective equipment.
9. Clients will be advised of the ways in which technology can help them deliver their event.
10. Questions and answer sessions will be conducted from fixed points within the meeting room to avoid the use of roving microphones.
11. The use of lapel microphones will be discouraged in favour of fixed microphones.
12. Anti-bac wipes and hand sanitiser is available in all meeting rooms.
13. All tables and chairs in meeting rooms are sanitised after reset.
14. All furniture and equipment is sanitised after reset, including:

- Phones and remotes
- Thermostats
- Cabinetry, pulls and hardware
- Doors and doorknobs
- AV accessories
- Windows, mirrors and frames

15. There is a constant cleaning presence throughout the day.