

Chamber Events & Training Courses

Coronavirus

Upon arrival hosts should sanitise work surfaces & door handles.

Place 'Coronavirus protection control' pop up banners near registration desk(s)

Hosts should ensure that if available, hand sanitizers are taken to all events.

All delegates should be requested to use hand sanitisers or wash their hands prior to entering the public space.

If in the event a delegate looks unwell you should take all precautions necessary to protect employees and delegates. Please refer to the employee briefing dated 3rd March 2020 including:

- Ask the delegate/guest to get at least 2 metres (7 feet) away from other people
- Request the delegate/guest to go to a room or area behind a closed door, such as a sick bay or staff office (this should be determined prior to delegates/guest arriving)
- avoid them touching anything
- Ask them to cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow
- Ask them to use a separate bathroom from others, if possible
- In the case of events, alert the hotel management who should take control of the situation by invoking their own precautionary policies.

The unwell person should use their own mobile phone to call either:

- for NHS advice: 111
- for an ambulance, if they're seriously ill or injured or their life is at risk: 999

All delegates should be advised to refrain from shaking hands

Hand sanitisers bottles should be washed under hot soapy water before returning sanitisers to the Chamber.