



# 41 PORTLAND PLACE

## 41 PORTLAND PLACE – COVID-19 POLICIES

As the home of the Academy of Medical Sciences, you can trust that our venue takes your safety and wellbeing extremely seriously. In response to the current pandemic, the Academy of Medical Sciences (41 Portland Place) has conducted a full covid-19 risk assessment of the venue and all government policies and recommendations have been implemented and followed.

We been awarded the industry standard 'We're Good To Go' accreditation from Visit England, meaning our venue has been recognised as one that can open safely and follows current government guidance.

### Sales

- Show rounds are digital by default, virtual tours and 3D images are available for viewing, please click [here](#).
- We encourage digital tours, however socially distant show rounds are also available and will be organised at times to minimise travelling at peak times.

### Registration & arrivals

- To assist with [NHS track and trace](#), each guest is required to download the NHS Track and Trace app prior to their arrival, upon arrival guests will need to scan the unique venue QR code. View more information here - <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
- All visitors must apply hand sanitiser on arrival to the venue and wash their hands frequently when in the venue. There are additional sanitising stations inside event spaces and positioned throughout the building.
- A self-service cloakroom will be available. All guests are encouraged to follow current physical distancing measures.

### Movement flow & room layout

- New Covid-19 safety signage throughout building for guidance.
- Lifts are in use although limited to one person at a time. Priority use of lifts for those with mobility needs. We encourage guests to use the stairs where possible.
- Windows and doors are open in all rooms where practical to help with airflow.
- Room layouts and capacities have been revised in line with current government physical distancing policies. Our event team are on hand to advise on the best physically distant room layouts for your event.
- Guests to remain in the same seat throughout the event (apart from when catering is served in the designated area and when you need to use the toilet facilities)



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### **Venue and events team**

- All staff are fully trained on Covid-19 health, safety and physical distancing policies.
- All staff are supplied with appropriate Personal Protective Equipment (PPE) and have access to washing facilities and sanitiser stations.
- All staff will be wearing facial coverings hospitality teams. Guests must also wear face coverings in all spaces (except when eating and excluding those who are exempt).
- We offer a safe room within the house for anyone who starts to feel unwell, please advise reception on the day who will direct you to the safe room.

### **Enhanced cleaning and washing facilities**

- Sanitiser stations are located around the building.
- All bathroom taps are fitted with motion sensors for no-touch handwashing.
- High touchpoints such as handrails, door handles and lift panels are disinfected regularly during the day.
- Washrooms are regularly cleaned and disinfected.
- Tables and chairs are disinfected before and after events with guests encouraged not to swap sitting positions.

### **Audio Visual**

- Hybrid meeting packages are available to enable virtual and physical delegates to participate in events.
- Hired AV equipment sanitised twice a day.
- High touchpoints such as lecterns and microphones to be sanitised after every use. Disinfectant wipes are available on lecterns and top tables.

### **Catering**

- Pre-packaged 'grab & go' refreshment break snacks.
- Bento box or sandwich bag lunches available.

### **Booking policies**

- We have updated our bookings policy so that if government advice changes and your event can no longer happen due to Covid-19, an alternative date will be offered free of charge.

We look forward to welcoming you back to 41 Portland Place.

If you would like to hear more about any of our COVID-19 risk assessments or safety procedures, please contact [Enquiries@41portlandplace.com](mailto:Enquiries@41portlandplace.com) or 020 3141 3255.