



## HOW TO USE OUR EVENT SPACE

**COVID -19**, Last Updated: April 2021

### **Your Safety is Our Priority**

CityCo and Manchester BID understand that the health, safety and well-being of our staff and our event guests are paramount with Covid-19 in the new world.

We have developed new ways of working based on up-to-date guidance provided by the government & industry bodies.

Fully prepared Risk Assessments have been actioned to comply with hygiene, safety, and social distancing so you can visit in confidence.

### **FAO Event Organiser**

It is the responsibility of the Event Organiser to communicate the following information to all your attendees before they come to the CityCo premises.

### **Your Journey, what to expect.**

#### **Before your arrival**

You can find our Covid-19 Protocol & Cancellation Update on our website [Roomhire@CityCo.com](mailto:Roomhire@CityCo.com)

You must confirm the number of people who will be attending the event with the CityCo Event Coordinator as additional numbers on the day will not be allowed due to social distancing capacities.

We recommend that you stagger the times your attendee's arrival times so we do not have a volume of people arriving at the same time.

We also recommend that regular breaks within your time with us to support for any personal hygiene needs.

A pre-screening questionnaire will be provided to the Event Organiser 24 hours prior attending.

Guests are asked not to attend the event if they are displaying any of the Covid-19 symptoms, however mild.

#### **Upon your arrival**

There is a one-way system in place with the Lloyd's House building. Entrance at number 22 and Exit number 18.

Upon entering number 22 there are visible floor signage and a hand sanitiser station.

The lift only holds one person. A staircase runs to the 3<sup>rd</sup> floor.

### **On your arrival to the CityCo & Manchester BID Premises**

If you require access to the Shipping Room or The Cotton Room, please press the intercom for access. A hand sanitiser station is place.

If there is a queue of people waiting, please keep your distances outside the premises until the CityCo Event Coordinator lets you in.

CityCo display a QR code system which each individual need to scan upon arrival.

Each guest will have a temperature check and contact details upon arrival. This will be taken in a separate space before entering the event room.

We do encourage face coverings are worn. Stocks of disposable face masks are available if required.

We have revised the capacity of our event rooms to adhere to social distancing requirements with signage visible throughout.

Furniture has been measured to adhere to the social distancing.

Sanitising wipes, Hand sanitiser and gloves are available in your event room for delegates to use. Paper tissues and surface space is also available.

Hand washing facilities and sanitiser stations are available.

We would like to remind all guests that it is their responsibility to regular hand wash & sanitiser their hands while keeping their distances during their time with us.

Where possible we recommend that the window in the rooms is regularly opened to allow fresh air flow

All areas of the event space have been sanitised and cleaning will continue during the event.

Separate guest rest room facilities are in place will be cleaned regular also.

All stationary will be removed unless requested.

Individual filtered water bottles & disposable cup will be supplied.

If you have pre-ordered Tea & Coffee this will be served by a team member (if necessary) using PPE and served in disposable cups with packaged biscuits.

Any queue that form must be at a distance. A one at a time approach is recommended.

Our sanitiser AV kit can be used on the day. This must be agreed prior the event. We do have microphone covers for each individual if required.

Our catering service is available to pre book.

All buffet services will be avoided. This service will be prepared & pre ordered and names given in pre-packaged boxes.

Your Event Coordinator will refresh the guidelines to your guests on the day.

**Stay Safe and Enjoy**