



CONFERENCE & EVENTS

COVID-19: Catering & Events
Information and Guidance

20 - 21

STEPS WE HAVE TAKEN

We want to let you know about some of the steps we are taking to ensure that we are adhering to government guidelines on COVID-19, and therefore providing our service to you with complete safety in mind.

CATERING

- We have removed various sharing foods such as crisps, nuts and olives, etc. for the foreseeable future.
- Our staff have been fully trained on Health & Safety, with the addition of the importance of adhering to social distancing guidelines and more regular hand-washing and sanitising (at least every 20 minutes.)
- We are thoroughly disinfecting catering equipment regularly and in between each use, including cutlery, crockery and trolleys.
- Our staff are wearing PPE (Personal Protective Equipment) where necessary, including masks and/or visors when handling consumables.
- We have introduced a new one-way system within the catering servery area to ensure social distancing can be facilitated.
- We are complying with Risk Assessments that have been created for the different areas of Catering & Events
- For serviced catering at Events, protective screening will be fitted to all catering stations, and hand sanitiser will be available.

EVENTS / AV

- We have reconfigured the maximum capacity of our venues in order to ensure compliance with social distancing (please contact the Internal Events team for details on specific venues)
- Event spaces will have floor markings to assist with social distancing where possible.
- Clear routes will be marked for catering/exhibition queues.
- All AV equipment will be fully disinfected in between use.
- We are making slight changes to our AV offering in order to limit person-to-person contact, such as only providing certain microphone types - please contact the Internal Events team for more information.
- We can offer services to assist with Virtual and/or Hybrid Events where necessary, either via Microsoft Teams or using our Live Streaming package - please contact the Internal Events team for more information.

GUIDANCE FOR EVENT ORGANISERS

Please see below for some guidance on planning your event along with your responsibilities as Event Organisers. We thank you for your ongoing understanding and cooperation.

- Ensure that all event attendees have registered and provided contact details for tracing purposes. Please send to your Event Coordinator wherever requested.
- Ensure that all event attendees are adhering to social distancing guidelines.
- Where possible, please book a separate space/room for catering in order to allow social distancing.
- Ensure that you are adhering to socially distanced maximum capacities.
- Book cleaning via Internal Events or your own department's Facilities team for all your Events spaces.
- Send literature to all event attendees prior to event to request that they wash hands/use hand sanitiser regularly at your event, and that they respect the social distancing guidelines.
- We are not currently providing a cloakroom service - you may wish to pass this information on to event attendees.
- Some catering orders will require additional staff to provide service. We will inform you if this is the case and provide any additional costs in advance.

Contact the Internal
Events Team

Ext 49200

roomsandcatering@ic.ac.uk