

BEST PRACTICE FOR IET OFFICES AND VENUES DURING CORONAVIRUS

It is important that the IET Facilities and Venues teams take steps to give reassurance to colleagues, members and delegates and to ensure that during the Coronavirus outbreak we have a cleaning plan in place. However, it should be noted that it is down to individuals to also take responsibility to reduce the risk of spreading Coronavirus.

Action to be taken by Facilities and Venues team

- We have employed an additional cleaner/s to clean all touch points within the building – this includes door handles, coffee machines, tea points, meeting room telephones, lift buttons, banister rails, toilet cistern handles or buttons, etc. A cleaning schedule has been developed to ensure these touch points are being cleaned every half hour/hour.
- All colleagues have been advised to wash their hands more frequently eg hourly or more.
- Sanitiser gels are located near main entrances, reception/concierge desks, and offices. Sanitisers have an alcohol base of more than 60%.
- Ensure supply of sanitiser, hand wash soap and paper towels for the toilets, concierge and Faraday Centre.
- Peddle bins with lids have been supplied in reception/concierge and all floors and main meeting rooms.
- Concierge and Reception teams have access to sanitiser wipes for their phones.
- Signage has been put in all toilets, on digital screens and on static signs in the Faraday Centre highlighting to IET colleagues, members and delegates the following:
 - Catch it, Bin it, Kill it.
 - Don't touch your Eyes, Nose and Mouth.
 - Wash your hands frequently.
 - How to wash your hands – for more than 20 seconds.
- Our First Aid Room is the isolation room - first aiders have received training on procedures to follow.
- Daily checks are taking place on the first aid room to ensure it has sanitiser, a telephone and a bin.
- Event organisers have been advised to bring their own sanitisers for their registration desks and meetings.
- The Faraday Centre and any potential event bars have become cashless.
- Signage will be displayed to remind members and delegates of their responsibilities if they have been to a country/region of risk (as per UK Foreign and Commonwealth Office) in the past 14 days.
- Regular training and communication updates are taking place.

Catering team

- Cutlery is being wrapped in paper napkins (eg knife, fork and spoon) and handed out at the till.
- The catering team will be employing additional resource to clean items such as microwaves, drinks fountains, coffee machines, glasses, and provide more napkins.
- Catering to review and reduce touchpoints including sachets for salts, peppers, sauces, sandwich platters, bar nibbles.
- Regular training and communication updates are taking place.

Venue Specific services

- AV teams have been provided with sanitisers to wipe clean microphones.
- Sanitiser wipes have been provided to all radio users.

Individuals and event organisers

Delegates, members, event organisers and IET colleagues have an individual responsibility to reduce the risk and spreading the virus:

- Do not attend an event if you have the symptoms described as coronavirus or have been to an affected area or location within a country that has coronavirus eg Northern Italy.
- Wash your hands regularly - lasting more than 20 seconds and as shown by the WHO and NHS.
- Do not touch your eyes, nose and mouth.
- When sneezing or coughing catch it in a single use tissue and throw it straight in the bin.
- Event organisers need to remind their delegates:
 - Not to attend their event if they have visited a risk area as identified by the Foreign and Commonwealth Office (prior to the event).
 - To adhere to the same personal hygiene as listed above (before the event and on the day).



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