

# COVID SECURE STANDARD

At IET Venues we know it's important to give re-assurance to staff, members and delegates that we have a thorough cleaning plan in place. **However, the fight against the Coronavirus is a joint effort so it is also down to individuals to also take responsibility to reduce the risk of spreading the virus.**

SAVOY

LONDON

PLACE

## ACTION TO BE TAKEN BY THE VENUES TEAM:

VENUES FROM: 

### PRIOR TO REOPENING THE BUILDING

- Risk assessments will be completed for all areas of the venue to minimise risks
- Fogging disinfection will be carried out by specially trained Xenon operatives in all high-risk areas – Offices, Toilets, Faraday Centre
- There will be social distancing markings on the floor through the building at all reception and waiting areas
- Perspex screens will be in place at concierge desk, Faraday reception and Faraday kitchen
- Staff and support services colleagues will be trained on social distancing and hygiene
- While being a historic venue, the building was refurbished in 2015, so throughout the venue everything is of high spec with modern facilities and equipment

### DURING OPENING HOURS

- There will be additional cleaners dedicated to cleaning all touch points within the building - door handles, coffee machines, tea points, meeting room telephones, lift buttons, banister rails, toilet cistern handles or buttons, etc. A schedule will be put in place so that these touch points are cleaned hourly
- All staff will be required to wear face coverings (subject to Government guidelines)
- All staff will be required to wash their hands more frequently ie hourly or more
- Sanitiser gels (more than 60% alcohol based) will be located throughout the building
- A one-way system will be implemented throughout the building:
  - One staircase designated up
  - Once staircase designated down
  - Lifts – maximum 2 people per lift with floor markers inside lifts and where to wait
- There will be a supply of sanitiser, hand wash soap and paper towels for the toilets, concierge and Faraday Centre
- Special bins will be provided for the disposal of PPE equipment. These will be clearly marked
- Concierge and Reception teams will have access to sanitiser wipes for their phones
- There will be signage in toilets, on the digital signage screens, and static signs in the Faraday Centre to remind staff, members and delegates of:
  - Catch it, Bin it, Kill it
  - Don't touch your eyes, nose and mouth
  - Wash your hands frequently
  - How to wash your hands - more than 20 seconds
- All visitors to site will be pre-booked through the day to spread out arrival times. On arrival everyone will confirm they are symptom free and haven't been in contact with anyone with symptoms in the past seven days
- Opening hours will be reduced to daytime events only 8am – 6pm. More sociable evening events will only be allowed once Government advice permits
- Staff rotas will be created to allow for social distancing and minimise travel times at rush hour. Where possible staff will work alternate weekly rotas to reduce cross over of team members
- The hot desk area will be closed for use
- All staff radios to be sanitised regularly through the day
- All air-conditioning uses fresh air (rather than recycled). Plus it automatically adjusts to the number of people in the event space
- A dedicated isolation room will be available on site
- Event planners will have contact free access to a duty manager throughout the event, via dedicated phone number or whatsapp group
- Full details of the changes that will be made relating to the Faraday Centre (members area) are available in the new Terms of Use

---

## EVENT SPACES

- Capacities will be reduced to allow for physical distancing
- Catering stations will be located at a minimum of 2 metres from delegates, with direct access to main door for staff, without having to pass delegates
- Staff will wear gloves during room set ups
- Welcome health and safety briefing will be done via video link rather than in person
- All rooms will be set up to enable the screen to be used for video conferencing with a clients preferred provider
- Teleconference facilities will be available in all conference rooms
- Full selection of Hybrid event packages will be available including streaming by our in-house team iet.tv
- There will be pre-allocated seating in lecture theatre to ensure social distancing
- Portable perspex screens (80cm x45cm) will be available for event registration desks
- The AV teams will provide sanitiser wipes to clean microphones, laptops and control panels
- If lapel microphones are being used, the AV team will talk the speakers through how to attach them to minimise contact

---

## CATERING

- Catering staff will all wear PPE when setting up water bottles, glasses and delivering catering into the meeting rooms
- Water bottles will be allocated at one per person to remove the need to share
- Catering will be brought into the room and left on a station 2m from the meeting tables. Dirty cups etc will only be removed from this table. Staff will not come within 2m of delegates
- All coffee stations will be cleaned and sanitised after every refresh. Additional napkins will be available to prevent direct contact
- We have created a new menu for Autumn 2020 which features individually portioned choices, reducing contact time and allowing for easier physical distancing
- We have reviewed our catering and will provide wrapped alternatives for necessary items
- Three contact free water machines will be located in the venue and delegates should be encouraged to bring their own water bottles

---

## WHAT WILL BE EXPECTED OF EVENT ORGANISERS

- All organisers will need to share their risk assessment for the registration and movement of delegates through the day to maintain social distancing requirements
- We will need confirmation from organisers that all delegates have confirmed they are symptom free from COVID-19 and haven't been knowingly exposed in the past seven days
- We will need confirmation that requirements for PPE for travel and social distancing practises have been communicated to all attendees
- Organisers will need to confirm that contact details for every delegate have been collected for tracing purposes if required
- Organisers will need to provide hand sanitiser for their delegates to use at registration desk
- All delegates must be given a badge to wear for the duration of their event showing which group they are with
- If organisers wish to check the temperature of their delegates, we can provide a thermal non contact temperature gun



**SEAN SPENCER**  
**HEAD OF IET VENUES**  
**AND FACILITIES**

Monday 22 June 2020

Page 2 of 2

IET = The Institution of Engineering and Technology.  
IET Services Limited is registered in England. Registered Office: Savoy Place, London, WC2R 0BL. Registration Number 909719.  
IET Services Limited is trading as a subsidiary of the Institution of Engineering and Technology, which is registered as a Charity in England & Wales, 211014 and Scotland, SC03869

**SAVOY**

**LONDON**

**PLACE**

**VENUES FROM: IET**