



Quick guide to events at Regent's Conferences and Events: minimising the spread of Covid-19

Useful contact numbers: **Security** 020 7487 7495 or 020 3075 6222, **Conferences** 020 7487 7540

Risk management: In order to reduce the likelihood of harm, comprehensive risk assessments have been undertaken in accordance with Government guidelines and the Management at Work Regulations 1999.

Regent's Conferences & Events has also been accredited with AIM Secure, a new endorsement instigated by the Meetings Industry Association to recognise venues that are fit for events in response to COVID-19.

Prior to arrival on site, you will need to confirm that you have read these instructions and that you are free of illness. Submission of your name and telephone number will be taken as confirmation that you have read these instructions and are free from illness via your Event Facilitator.



Covid-19: If you have come into contact with someone who has tested positive, **do not** come to the campus. Consider alerting people who you do not live with and have had close contact with in the last 48 hours to let them know you may have symptoms of Covid-19. It is important that you contact your **trainer** as soon as possible if your test result is positive and follow government guidelines by isolating for at least 7 days at home.



Parking: The University does have an on-site car park at £2.50 per hour. This is on a first-come, first-served basis. Please register your car with Security for the car park system.

If you cycle to work, please remove any personal possessions and ensure your bicycle is fully secured in the racks. We have 80 spaces available.



NOTE: Users of the University car park do so at their own risk. The University cannot accept responsibility for loss of or damage to property or vehicles.

Access and egress: Via the main entrance only. The back gate is closed until further notice and access by any other external door and or gate is restricted. When you arrive on campus, be prepared to queue outside the entrance. This assists us with fire safety, lone working and security checks as well as keeping a register of personnel on site, as we have to implement the contact and trace procedure.

Your details will have been received by reception in advance of arrival and you should confirm your name and telephone number.

Corridors/staircases/lifts: Maintaining social distancing whilst moving around the campus is a challenge, given the many narrow corridors and staircases on campus.

Corridors: When moving around the campus, mechanisms are in place to enable people to maintain social distancing in the corridors, which include clear signage on direction of travel and how to maintain safe distancing of at least 1m+ from others, as well as wearing face coverings at all times in these areas. A signposted one-way system is in place, creating the paths for access and egress of buildings, including staircases, that all people are required to adhere to in reaching certain destinations.

Only in some corridors is two-way traffic of personnel permitted. In all circumstances **always keep left** and create the widest distance possible between yourself and an oncoming person. In sections of corridors where queues are likely to form (e.g. outside Refectory, in Reception, kitchen areas, toilets), corridors are marked at 1m+ intervals to ensure social distancing is maintained whilst queueing. These situations also require the wearing of a face covering.

Staircases: In buildings where there is more than one stairway connecting floors, stairways are designated as an 'up route' or a 'down route' to prevent face-to-face interaction of persons. When using staircases, social distancing of 1m+ is required, and a face covering should be worn.

Where only one stairwell to a floor is present, one of two arrangements are in place:

- On the staircase entering reception where a 2m distance between persons is possible, a central marking indicates the flow of traffic up and down (always keep left-hand side).
- Where staircases are narrow and passing would result in close proximity to another person coming in the opposite direction, a verbal alert procedure is advised before using a stairwell to ensure there is not another person already using it, if unseen, so that agreement can be reached with the another user on who should use the staircase first.

Lifts: The use of lifts in buildings is restricted and they are to be used only by disabled persons, or for the transport of large/heavy materials where transport on stairways would not be possible or safe, and arranged through security. Only one person in each lift is advised. Signage will make clear the appropriate use of the lift.



Please follow the **new ONE-WAY ROUTES**. These have been implemented to help everyone to maintain social distancing and reduce congestion in common areas. Where corridors are two way please keep to the left-hand side and wear a face covering. Please respect the 'Please Wait Here' mats and 'Regent's Rose' floor markers, which show the social distance queuing points.



Face coverings: All staff and visitors are required to wear a face covering of their choosing. This should cover both nose and mouth while moving around campus but may be removed in private offices or areas without other occupation. Please consider colleagues if removing your face covering and remember to wash these frequently.



Temperature checks: Within the main entrance of the campus, a temperature reading device will monitor all people entering. Should your temperature be elevated, even by a small margin, you will be asked to go to a room at the rear reception for about 20 minutes and your temperature will then be re-taken. If the second temperature is low then you may enter campus and work. If your temperature is still high, you will not be permitted to enter campus and you will be asked to leave and return home as soon as possible.



Accessibility and lifts: All lifts have restricted access and are available upon request through Security who will operate the buttons.

If you require assistance with regards to accessibility around the campus, please contact Security for further assistance.



	<p>First Aid: Available upon request in an emergency, call Ext 2222. Please note First Aid will be delivered as far as possible and practicable within distancing guidelines. Our emphasis is to provide care and support during a first aid incident. We will consider requesting ambulance attendance should there be any significant injury or level of concern.</p>	
<p>Fire alarm weekly test times and evacuations: Please note the times of the test below. Please do not evacuate during the weekly test unless the alarm continues to sound for longer than 10 secs. All test alarms are for 10 seconds only.</p> <p>Regents Park campus Friday at 12:00 Specific buildings Monday at 08:45 (Pilcher/Oliver) Friday at 12:30 (Reid Hall)</p> <p>If the fire alarm sounds at any other time, please immediately evacuate the building using the nearest available fire exit route or as directed by the University's fire wardens. Wear your face covering and go to the TUKE LAWNS Assembly point <i>only</i>. Do not go to the ROSE GARDENS Assembly Point.</p>		
	<p>Taps and showers have been run weekly during lockdown. Please remember to wash your hands in line with current Government guidance.</p>	 <p>Hand sanitisers are available throughout the University. Please see the map of locations.</p>
	<p>Toilets are cleaned every hour and there is a restricted number of toilets available for use in Herringham, Darwin and Tuke basement only. To maintain social distancing, some sinks are taped off and should <i>not</i> be used. Other washroom facilities are closed until further notice.</p>	
	<p>Cleaning regimes are taking place and common touchpoints (doors, light switches etc.) have enhanced cleaning. When you have finished working, leave the red face of the card on your desk to show that it has been used. The desk and immediate area will be deep cleaned when you vacate. A green card indicates the desk has been cleaned and is ready for use. We recommend that you bring a small bottle of hand sanitiser and/or sanitising wipes. Please advise RCEL of any area/facility where you have a cleanliness concern.</p>	
<p>Water dispensers can be found across the campus. Please use your own reusable bottle. Water machines have been cleaned and sanitised. Please use sanitiser wipes when you have filled your water bottle and carefully place used wipes in adjacent bins.</p>		
	<p>Classrooms for lectures, seminars and workshops: Rooms will be set up so that social distancing measures can be maintained, and we ask that you please do not change the layouts.</p> <p>Clear desks: A clear desk allows better access to all surfaces and enables them to be cleaned effectively. This may well be a challenge to some individuals, and we will work with you to help you clear desks and areas where the risk of virus spread is greater.</p>	
	<p>Ventilation: Windows should be opened widely where possible. Security will not routinely close windows unless they are on a ground floor.</p>	