



## COVID-19 EVENT HEALTH & SAFETY GUIDELINES – LEVEL 2

Here at the Ascot Park Hotel our priority is to ensure the safety and well being of our guests and staff. We're taking a lead from the Government relating to advice around the COVID-19 pandemic. We have put in place additional safety & hygiene measures to make our environment a safe one.

**If you or any of your attendees or trainers are feeling unwell, or are experiencing flu-like symptoms, our recommendation would be to discontinue the meeting immediately. Please speak to the Manager on Duty to advise us of the situation.**

### We all need to abide by the conditions set at Level 2. These include:

- Record all attendance on arrival to the hotel – either by contactless QR code sign in manually
- Remain at your allocated seat whenever possible
- Keep a distance of 1m between attendees
- Minimise sharing any equipment, crockery or serve wear – let us bring it to you. This includes Tea & Coffee and your individual waters being replenished.
- Discontinue the meeting if anyone starts to become unwell or has any cold like symptoms

If you have any additional Health & safety measures you would like implemented or require anything replenished please let us know. You can visit reception or call anytime on **03 2199076** – please let our reception team know what function room you are in.

### How to minimise risk to all attendees and our team:

- **Hand Sanitizer** – We will provide hand sanitizer at key points throughout the hotel including dispensers outside each function room. If you would like to have some in your function room please discuss this with us. Supply can be limited so we recommend bringing your own if possible. All our function rooms have bathrooms located in close vicinity for hand washing.
- **Tissues** - Are provided in all rooms. If more are required please see reception. Disposal needs to be into the bin provided.
- **Cleaning** - We have increased the regularity of our cleaning schedule in all public areas. The times are outlined on the door. If for any reason you feel an area needs addressed please let us know.
- **Social Distancing** – All function rooms are set with distancing of 1m minimum. If you feel your set up needs to be changed please contact the Manager on Duty via reception and we will arrange this.
- **Prevention**  
The most important thing to do is practice good hygiene.
  - Covering coughs and sneezes with disposable tissues or coughing/sneezing into your elbow
  - Disposing of used tissues appropriately in a bin
  - Avoid close contact with people – keep >1m away at all times
  - Washing hands for at least 20 seconds with soap and water and drying them thoroughly, or using hand sanitiser:
  - **WASH** before eating or handling food
  - **WASH** after using the toilet
  - **WASH** after coughing, sneezing, blowing your nose or wiping noses
  - **WASH** after touching public surfaces

If you would like to discuss any thing with us please ask for the Manager on Duty at reception or phone on 03 2199076.

**Ascot Management**