



# Venue hire: Covid-19 information

## **The Geological Society's commitment to your safety**

The safety of our Fellows, event guests, event organisers, suppliers and venue staff is our number one priority.

We are undertaking intensive preparations to implement social distancing measures, cleaning procedures and protective practices to ensure that our venue is safe to deliver events for guests and staff. This is an ongoing process and will be updated in line with government announcements and industry best practice.

Below is a list of measures that we are already implementing to ensure a safe and successful return to events.

## **Protocol for meetings and events**

- Capacities will be limited and rooms configured to allow for safe social distancing
- Strict food handling and service guidelines in effect
- Hand sanitiser readily available throughout the venue
- Recommended use of personal smart devices and tablets for taking notes
- Thorough cleaning and sanitising of meeting spaces after each use
- Working with clients to prevent congestion, i.e. staggered arrival and departure times, catering breaks, etc.
- Free video conferencing facilities available to organisers for each event

## **Overall key enhancements to Burlington House**

- Increased frequency of cleaning and disinfecting (particularly of high-touch areas)
- Allocated rubbish bins for disposal of used face masks provided at exit points and office
- All visitors are to wear face coverings whilst at the Society
- Sanitiser stations in both public and staff spaces
- Protective equipment guidance for staff
- Venue signage specifying site- and event-specific social distancing measures
- Perspex screens at reception



- Library visits by appointment only
- Staff workstations in offices, reception and kitchens configured to ensure social distancing
- Adjusted staff schedules to limit the number of staff on site

## Catering information

**Service** – Staff to be electronically temperature tested each shift, with records kept on site for inspection. Regular handwashing and compulsory face coverings.

**Beverage service** – Hot drinks to be served in disposable cups, with guests able to self-serve under supervision of catering staff. Individual milk and sugar portions will be available.

**Drink accompaniments** – Biscuits/pastries/etc. to be served in individually-wrapped packets for guests' safety and confidence.

**Working lunches** – Sandwiches and cakes will be individually wrapped, fruit to be wrapped and served whole.

## Amended room capacities

Room	Layout	Capacity
Lecture Theatre	Lecture	30
Lower Library	n/a	30
Council Room	U-shape	13
Arthur Holmes Room	Boardroom	8

For further information and to check availability, please contact our venue hire team via [venuehire@geolsoc.org.uk](mailto:venuehire@geolsoc.org.uk).