

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 following the official [Working Safely during Covid-19 Government Guidelines](#) to ensure the space is secure for staff and delegates.

This is an ongoing process and will be updated in line with government announcements and industry best practice. Below is a list of the measures we are already implementing to ensure a safe and successful return to events.

Meetings and Events

- Capacities will be reduced and rooms set up and configured to allow for safe social distancing
- Strict food handling and service guidelines in effect
- Hand Sanitizer readily available throughout the space
- Recommend use of personal smart devices and tablets for taking notes
- Thorough cleaning and sanitizing 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

Overall Key Enhancements

- Added cleaning and disinfecting frequency (especially of high touch areas)
- Special rubbish bins for disposal of used face masks provided at exit points and office.
- All visitors to wear face covering whilst at the Society
- Visible sanitizer stations in public and colleague spaces
- Protective equipment guidance for staff
- Venue signage specifying site and event specific social distancing measures
- Perspex screens at reception
- Library/Fellow/ Venue Hire visitors by appointment only
- Staff workstations in offices, reception and kitchens have been revised to ensure social distancing
- We have adjusted staff working schedules, which limits the amount of staff on site.

Catering

- Service – staff to be electronically temperature tested each shift (records kept on site for inspection). Regular hand-washing and compulsory face coverings.
- Beverage service - hot drinks can be served in disposable cups and guests can self-service under supervision of catering staff, individual milk and sugar portions.
- Drink accompaniments – biscuits/pastries etc served in individually wrapped packets for guests safety/confidence
- Working lunches – individually wrapped sandwiches, fruit wrapped cake, whole fruit pieces

AMENDED ROOM CAPACITIES

ROOM	LAYOUT	CAPACITY
Lecture Theatre	Lecture	80
Lower Library	N/A	80
Council Room	U Shape	13
Arthur Holmes	Board-room	8
William Buckland	Board-room	6

We are pleased to confirm that we have successfully applied for the We're Good To Go Industry Standard and our business is indeed Good To Go.

For further information and to check availability please contact our venue hire team at

venuehire@geolsoc.org.uk

