



## Updated Standards of Operation for Covid-secure events taking place at Church House

As it is likely that Church House Westminster will reopen at a time when the government requires some form of physical distancing for events to resume, we are proposing to put the following measures in place to protect the health, safety and well-being of our clients, our teams and our suppliers:

- Free cycle storage facilities
- Thermal scanning on arrival to check temperatures
- Registration for events will have to be carried out off-site or online, prior to arrival at Church House so that delegates are ticked off on a list by the organiser as they enter the building to avoid queuing
- A 'one-way' system for clients to move around once in the building will be in operation so that close delegate proximity is minimised
- A separate entrance and exit for accessing the building.
- It is advisable to keep to your left when using the corridors.
- Face masks and gloves are available from reception. Please dispose of these items mindfully using the PPE recycling bins provided.
- Cloak rooms are not in use.
- Please use the sanitiser stations to sanitise your hands as soon as possible after arrival and throughout the day.
- Elevators are reserved for use by delegates with mobility requirements.
- Restrooms are also supervised to avoid queues and the facilities have been modified to avoid proximity. Please note that essential cleaning will be carried out during the day.

### Church House Westminster

Dean's Yard, Westminster, London SW1P 3NZ

Telephone: 020 7390 1580 Email: [sales@churchhouseconf.co.uk](mailto:sales@churchhouseconf.co.uk)  
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- Room capacities have been reduced and furniture removed to allow for physical distancing as set out by the Government.
- We've removed pads, pens and wrapped sweets. Individual writing tablets will be available in theatre style layouts.
- Water coolers will be provided instead of bottled water on tables.
- New menus offer 'touch-free' and individually portioned catering, that can be collected and enjoyed in separate catering spaces. Service is coordinated by an expert team following Covid-19 HSE steps. Staff will wear appropriate personal protective equipment and observe physical distancing measures
- A one-way system will be operated whereby delegates enter the catering room through one door, file past the catering station(s) and exit through another door taking the food back into their meeting room to be consumed there. Drop-off stations will be provided outside the event room for used crockery, cutlery and glassware. Please be advised that refreshment breaks will take longer than usual and organisers are advised to make sufficient time allowance in their agenda for the day.
- Regular cleaning of high-touch areas is carried out during the day and deep cleaning between events.
- New virtual and hybrid event technology are available to deliver a range of event experiences, supported by our in-house audio-visual team. Questions and answer sessions will be conducted from fixed points within the meeting room to avoid the use of roving microphones. The use of tie-clip microphones will be discouraged in favour of fixed microphones. Verbal cues to be used instead of remote clickers.
- In the unlikely event that you should become unwell, please speak to a member of our trained staff immediately.

Thank you for helping us to stay safe.

Our team is working remotely to assist with any questions or future enquiries and can be contacted as usual. Please do get in touch via our [contact form](#) or give us a call on 020 7390 1590. We are committed to brightening your feeds and sending you positive vibes on social media, so please join our community of event pros or visit us virtually using our new [3D venue tour](#).

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