



ST GEORGE'S HOTEL



MEETING SAFE

We are able offer a variety of meeting and private dining configurations to cater for every event. When planning your next event with us please be assured that we have in place precautions to minimise the spread of Covid-19 and keep you and your delegates safe.

*Please note: our processes and precautions will be under constant review, and this guide will be constantly updated to give you the very latest information. We will, of course, always comply with all government regulations - and more.



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Here's how we'll do it:

- Your Event Coordinator will ensure that prior to your meeting or event you have all the information you need to ensure your event at St George's runs smoothly, and you're comfortable with the full journey your guests will have when they are with us.
- On arrival at the hotel one of our Event's Team will be waiting for you to direct your delegates to where they need to go, avoiding any risk of overcrowding in spaces.
- We have adjusted our room and seating configurations to ensure a minimum social distance of 2 meters can be maintained at all times. As a result our meeting capacities have reduced in size, please ask a member of the Event's Team for more information.
- Our meeting and event spaces will be thoroughly cleaned prior to your event and during your meeting breaks and checked by our management team. We will seal our meeting rooms and private dining rooms once they have been cleaned prior to your event, so you can be assured there has been no contamination.

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Here's how we'll do it:

- To help delegates manage social distancing of a minimum of 1 meter we have a number of one way systems in place through many of our public areas
- Where possible all meetings will have a separate entry and exit to help to the reduce the cross over of delegates and maintain social distancing.
- We recommend the implementation of time constraints on meetings and events and regular breaks for delegates to minimise prolonged periods of time in one enclosed space. We will also ensure your delegates have designated private spaces for breaks and dining.
- We recommend all delegates download the track and tracing application to ensure we are all alerted to any delegates who may pose a risk of spreading Covid-19. If any of your delegates feel unwell we ask that they do not attend the event.

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Here's how we'll do it:

- To prevent staff entering or you leaving your event unnecessarily, we request all event organisers phone reception to enable them to contact the team should they need assistance.
- We will work with you to adapt the menus you have chosen to ensure they are delivered in adherence to the health and safety standards.
- All of our meetings and events and kitchen teams have received further training in health and safety and adhere to government recommended food preparation standards.
- Our Event's Staff will be attired in the appropriate PPE during your meeting and at times of food and drink service to reduce the risk of the spread of Covid-19.
- Hand sanitising stations will be set up at the entry and exit points for your delegates to use throughout your event and should be used every time they enter or exit the event.

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Here's how we'll do it:

- We can arrange a number of digital meeting options that can be made available for your consideration, creating a live and digital meeting experience should you have any delegates who wish to 'virtually' join the meeting.
- If any of your delegates are staying overnight with us we recommend they read our guest etiquette information. This details the measures we are taking to protect our guests from check-in to check-out.
- From the 14th September 2020 and in line with government guidance it will be mandatory to wear a face covering when moving around our hotel public spaces. Your face covering can be removed only when seated in our public spaces and dining, when in your bedroom, in our pools or when using our outdoor spaces.

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