

## Covid-19 Policy

We appreciate that people may feel cautious about attending meeting in venues at the moment and we want to assure you that your safety is our top priority and we will take whatever measures are necessary and appropriate to ensure this.

If you have an existing booking in the diary with us we will locate you in a room which is suitable for the number of delegates you have while still maintaining social distancing. Our staff will discuss this with you ahead of time.

On the day:

- Your room will be clearly signposted and you will have your own unique exit and entry point so you won't be mixing with other events we may have on site.
- Hand sanitizer will be available at all entry and exit points to each room along with the exit and entry points to the building.
- Doors will be left open where possible and safe to limit hand contact.
- You will be greeted by a member of staff who will be wearing a face covering who will assist with all room setup and AV requirements.
- Your booking will have its own allocated toilets which will be cleaned at a pre-agreed time during the day.

Catering:

- Tea and coffee will be served either at the back or just outside of your room. Our staff will ensure they are wearing gloves to bring the refreshments out and you can choose between individual refreshment packs for delegates or the trainer serving delegates on the day.
- Our amazing caterer, Lucky Spoon, will continue to provide the tasty lunches we know you've become accustomed to, however, rather than a buffet, there will be individually wrapped lunches with the same options as before. We can continue to cater for any special dietary requirements you may have.

We look forward to seeing you again soon at MK Conferencing. If you have any concerns or would like to discuss any of our Covid-19 policies and procedures at a greater length with us, please don't hesitate to contact us on either 01908 553063 or [conferencing@mkcc.org.uk](mailto:conferencing@mkcc.org.uk)