

## **COVID-19 Measures**

We place the utmost importance on the safety and well-being of all those who visit Burlington House and in order to reduce the risks associated with the presence of COVID-19 we have introduced a range of new health and safety measures which are set out below.

Please read these carefully. Some of the measures may require careful consideration from you, as a visitor, to help us ensure we keep everyone safe.

We are looking forward to welcoming you to Burlington House.

### **IF ANY OF THE FOLLOWING APPLIES**

We ask that you do not attend Burlington House and that you follow the Government Guidance for self-isolating.



If you have any of the symptoms of COVID-19,

- New persistent cough
- Temperature of over 38 degrees
- Loss of taste or smell

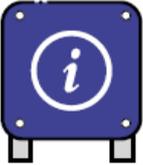
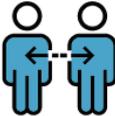


If you are

- required to quarantine for 10 days due to international travel restrictions
  - Awaiting a coronavirus test result
  - Have been contacted by test and trace and asked to self-isolate
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## On arrival at Burlington House

Our staff are continuing to observe some COVID Secure measures.

	Please <b>ensure you have a suitable face mask or covering</b> , you may be required to wear it upon arrival, and when moving around the building.
	Please <b>make sure you read any information</b> on entry then follow the instructions and guidelines.
	We supply the NHS QR Code should you wish to 'Check in' using the NHS track and trace app. (Other check in methods available)
	There will be some <b>social distancing measures in place</b> through Burlington House with clear markers and signage for those who still wish to observe these measures.
	We have <b>introduced additional and regular cleaning</b> of handrails, door handles, doorplates, tables and chairs, toilets, etc

	<p>We will provide <b>good ventilation in all our meeting spaces</b> by using windows and doors and mechanical fresh air systems.</p>
	<p>We have <b>provided hygiene stations / hand sanitiser dispensers</b> around Burlington House for our visitors and staff to use.</p>
	<p>We politely request that <b>all our visitors uphold the highest possible hygiene standards</b> – through regular hand washing or the frequent application of hand sanitiser.</p>
	<p>You will be required to fit your own lapel mic if you are presenting. Our team will assist but from a social distanced position</p>
	<p>If you feel unwell at any point during the event, please tell your event organiser IMMEDIATELY</p>