

## Covid19 Measures

- No more than the attendees listed can attend the meetings, events, seminars and training rooms. This number includes anyone who is in the room with the exception of MLPS employees and speakers
- It is crucial that no attendees, organisers are showing any symptoms of Covid-19. Anyone displaying symptoms should stay at home and get tested
- If anyone becomes unwell with symptoms of Covid-19 they should immediately advise the Event Manager, leave the event and contact 112 for advice about testing and isolation
- Attendees should be made aware and reminded to wash their hands thoroughly but they do not need to take any other specific action unless they develop symptoms themselves or are advised to do so by the Health Authorities Test and Trace
- Attendees and organisers must wear a face covering whilst indoors in public areas in line with the guidance on face coverings.
- Attendees should regularly wash their hands and use the hand sanitisers that are provided around the MLSP facility
- Attendees from separate bubbles need to follow social distancing guidelines throughout the meeting – 2 metres or 1 metre with risk mitigation (where 2 metres is not viable). This applies throughout the day and includes registration, coffee breaks and as well as in the meeting itself.
- Seating arrangements must follow social distancing guidance
- Meeting tables will not be set with common use items such as notepads & pencils. These items should be brought by the attendees.
- Attendees should remain seated as much as possible to support social distancing safety measures and they should avoid physical contact with individuals from different bubbles
- Attendees must take care not to raise their voices and must avoid speaking face to face
- The use of common shared items such as flip chart pens, laptops, training aids etc. should be avoided. If any are used or documents circulated for general use, please ask your attendees to sanitise their hands once they have used / received these items
- The attendees attending this event, meeting, training must avoid contact with others who are not part of the same meeting. This will include MLPS employees and tenants
- To support the HS Test and Trace programme, a list of all guests' names with contact details must be provided to the Event Manager. This will be kept for 21 days in case there is a need for the attendees to be contacted. The details will not be used for marketing purposes.