



Madingley Hall

conferences, meetings and events

## SAFE MEETINGS AT MADINGLEY HALL

To keep our guests and staff safe, we have implemented a range of measures when Madingley Hall reopens. We want to ensure that your meeting is a memorable and enjoyable occasion while following Government safety guidelines. The measures below may be updated to reflect any changes to this policy.

### BEFORE YOUR ARRIVAL

You will receive a welcome and information letter via email in advance of your arrival that will outline the meeting room, catering areas and entrance to use. We ask that you circulate this information to your delegates ahead of your meeting.

It is vital that all delegates are aware of the [symptoms of Covid-19](#) and that they do not come on site if they have any of these symptoms.

### ON ARRIVAL AND DURING YOUR EVENT

To meet social distancing requirements, we have created a one-way system around the building. Please follow the signage to access your meeting room and again when you leave.

Your meeting room will be laid out in the configuration to comply with social distancing rules. We ask that furniture is not moved.

Each group on site will have a separate catering area and toilet facilities to other groups. Please use your allocated areas.

Whiteboards and markers will be removed whilst social distancing policies remain in place. We will provide a screen and/or projector and recommend your personal laptops are used for presentations. However, there is AV equipment on site if needed, which will be sanitised after each use.

We will be replacing all items such as cups with disposable alternatives and where possible adhering to the highest sustainability standards. We will still be providing fresh, filtered drinking water in bottles to the meeting rooms and would suggest that delegates bring their own drinking cups/bottles for water and hot drinks.

Surface cleaning materials will be provided in all rooms for you to use should you wish to do so.

We ask that where possible, windows in meeting spaces are left open throughout the day.



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Reception staff will be available to assist with any queries and we have installed screens to assist with safe practices. Delegates can also use the phone in the meeting room or at the nearest location to contact reception if required.

### **GARDENS**

The Hall is set in acres of relaxing gardens and grounds. We encourage all our guests to get outside to enjoy the space. Maps are available at reception or there are some suggested walks from our garden team on our website: [www.madingleyhall.co.uk/gardens](http://www.madingleyhall.co.uk/gardens).

Should the weather permit, it may be possible for delegates to enjoy their lunch outside. Please speak to the on-site team on the day. We ask you to return all items to your designated catering area.

Please follow the one-way system when leaving your meeting area and keep the recommended social distance between you and any other guests.

### **ACCOMMODATION**

If your meeting is residential, please also refer to our safe accommodation policy regarding key collection, housekeeping and room service.

### **ONSITE HEALTH & SAFETY**

Each day our dedicated on-site team will be undertaking rigorous cleaning of high-traffic areas and guest touch points across the site. Hand sanitiser stations will be located throughout the building.

Madingley Hall staff will wear PPE whilst working in the building where appropriate. Guests may be required to wear face coverings in public areas whilst on site at Madingley Hall.

If you or another delegate in your group starts to display symptoms of Covid-19 during your visit, you will need to call reception immediately on your meeting room phone or mobile.

To ensure the health, safety and wellbeing of our guests, visitors and staff, should any delegates display symptoms of Covid-19 whilst on site we will have to cancel your event. Any delegate who does not follow our safety measures may be asked to leave the site.