



Lady Margaret Hall

At Lady Margaret Hall the safety of our guests, students and staff is paramount. Overleaf we have detailed some of the precautions we have put in place to keep you safe.

Here are some things **you** can do to help:

If you have symptoms of Covid19 (including fever, persistent cough, loss of taste/smell), or you have been in contact with anyone with symptoms, or you are a 'vulnerable' person, do not come in to College to attend your event

The Porters' Lodge monitor access to the College site, no family/friends/guests of delegates are permitted on site

If you feel unwell whilst in College, please let your event organiser or a member of LMH Conference or Lodge staff know immediately

Respect a 2m distance from other delegates/staff/students at all times. We have provided signage to help you

Use the hand sanitiser provided regularly, and when entering or exiting the site and conference rooms, and wash your hands frequently

Face masks must be worn in indoor spaces except when eating or drinking

Dispose of tissues, hand towels and refreshment/lunch packaging yourself, immediately, in the bins provided

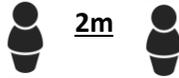
Provide contact details to your event organiser so that if we need to trace you later we can find you. Thank you.



Lady Margaret Hall

These are some of the precautions we have put in place to help keep you, our staff and students safe:

Distancing



- In line with Government guidelines we have introduced 2m distancing throughout the College site appropriate and have installed plastic screens between audiences and presenters
- For larger events delegates will be given staggered arrival times to minimise queuing and congestion
- For check in, your disinfected keys will be available to you at the Porters' Lodge on a 'place and step back' basis and on check out please adopt the same arrangement
- Each meeting room set up ensures 2m distancing between delegates
- There is distancing signage in communal areas
- Corridors have been divided by barriers and a one way system is in place where necessary

Food and Drink



- Tea and fresh coffee will be served by our staff during break times on a 'place and step back' basis. They will add sugar/sweeteners at your request.
- Lunch will be provided as a pre-ordered individual picnic box and will be made available for collection from a pick up table. Dietary requirements will be catered for and clearly labelled
- Or breakfast/lunch/supper will be available in the Dining Hall. You will be given a reservation time and directions to queue
- You can make hot drinks in your room
- Water will be provided in individual, sealed bottles.
- Please dispose of all rubbish yourself, in the bins provided and leave used crockery on the table indicated

Cleaning and Personal Hygiene



- Meeting Rooms and communal spaces are thoroughly cleaned each day and will be refreshed during breaks concentrating on high touch surfaces
- Tables/chairs/equipment are disinfected each time they are set up/moved
- Communal toilets are cleaned regularly and a signed schedule and check is displayed. Paper towels have been supplied and pedal bins for your safety
- Signage reminds everyone about regular handwashing
- Your bedroom will have been vacant for 72 hours and thoroughly cleaned by staff in PPE prior to your arrival. We will provide cleaning materials and pick up rubbish and dirty towels daily and clean rooms and change linen on a weekly basis at an arranged time when your room is vacant
- Hand sanitiser, with over 60% alcohol content, is available at every entrance and exit and you will be provided with your own travel sized bottle for convenience whilst you are in College
- LMH Conference/Housekeeping/Catering staff all wear PPE

Tracing, Communication and Emergency Procedures



- This leaflet will be made available to delegates in electronic form prior to their visit to LMH
- Delegates will be asked by event organisers for contact details for tracing
- An isolation area has been provided for any delegate who feels unwell whilst they are at LMH. Staff and course organisers will liaise and arrange health care assistance as necessary
- Organisers will be provided with emergency evacuation procedures and delegates will be informed of those once on site
- Further information and a full risk assessment is available on the LMH conference website