



## THE RUNNYMEDE ON THAMES

### **COVID-19 CONTROL MEASURES FOR EVENTS – STEP 4** **From 19<sup>th</sup> July 2021**

Whilst the Government have now removed most legal restrictions relating to Covid-19 controls, the Hotel still retains a responsibility to keep the Hotel safe for our guests and our employees. In order to minimise the risk of passing infection amongst your guests and our employees it is really important that you convey to your guests the following information before they join you at the Hotel:

- You must not attend the Event under any circumstances if
  - You have tested positive for Covid-19 at any time in the 10 days prior to the Event
  - Someone in your household has tested positive in the 10 days prior to the Event
  - You have been told to isolate through the NHS Test & Trace programme
  - You have returned from international travel and are required to isolate in line with the Government Red, Amber & Green list rules for entering England
  - You or someone in your household have any of the recognised symptoms of Covid-19 such as a new, persistent cough; a high temperature; or loses/has changes to your sense of taste or smell, even if these symptoms are mild
- If anyone becomes unwell with potential symptoms of Covid-19 during the Event day they must immediately advise the Event organiser who will then advise the Hotel Event Manager, and then leave the Hotel or self-isolate in their bedroom if they are staying in the Hotel. They must arrange for a PCR test and advise of the result of the test once received
- Where possible please complete a Lateral Flow or PCR test preferably before traveling on the day of the Event or if not possible, then on the day prior to the Event
- Please wash your hands frequently and use hand sanitiser thoroughly throughout your time in the Hotel
- Please give people space and respect other people's personal distance throughout the Event and whilst in any public area of the hotel
- Please follow the recommendation to wear a face covering whilst indoors in public areas of the Hotel and to where possible in the Events area
- Please leave doors & windows open where they have been placed open in order to circulate fresh air into the Events area
- Please avoid the need for raising voices or shouting

We appreciate your assistance in ensuring that your guests follow this guidance.