

## **COVID-19 safety and security at Somerset House**

### **The steps Somerset House is taking**

The health and wellbeing of our event guests, event organisers, suppliers and venue staff is our number one priority. Somerset House has introduced a number of measures across the site to help everyone remain safe while they're here.

To ensure your visit to Somerset House is safe, we have introduced the following measures:

- We're following the official Working Safely during Covid-19 Government guidance to make sure the whole site is Covid secure for staff and visitors.
- We've reduced capacities for event spaces to ensure safe social distancing can be maintained.
- A one-way system will be in operation, where possible, in interior areas of the site to enable social distancing. Extra measures are in place to control flow and distancing in public toilet areas.
- Signage has been introduced across the site to remind visitors to respect social distancing.
- Hand sanitiser and hand washing facilities are available throughout the site.
- The frequency of cleaning throughout the site, including all restrooms and touch points, has been increased as part of our enhanced cleaning schedule. All event spaces will be deep cleaned pre-event.
- Bins will be available for the safe disposal of PPE and wipes or tissues.
- Face coverings are required within the building. Face coverings are not mandatory in outdoor areas.
- We've increased internet capabilities to enable live streaming of events to delegates who are unable to travel to Somerset House.
- Event organisers must share copies of our "COVID-19 safety and security at Somerset House" documents with all event attendees before the event. Should any updates be made the event organiser will be notified.
- We're working with clients to stagger arrival times to minimise queues.
- Lift use will be prioritised for those with mobility needs; lifts will be limited to one person at a time.
- We're working with clients to ensure a thorough and comprehensive sign-in and sign-out process for all events for track and trace purposes.

- Our staff will be fully trained on our revised health and safety and social distancing procedures to ensure a safe environment for all delegates.
- If someone feels unwell while at Somerset House, we have procedures in place to isolate them and close an event.
- 360° virtual tours and video calls are available to clients to assist with event planning remotely.
- All of our accredited suppliers will be required to follow the highest safety standards to ensure the event is Covid secure.
- Our staff will be working from home as much as possible; any onsite staff members will be instructed to isolate if they display any symptoms.

We are following the official Working Safely during Covid-19 Government guidance to make sure the whole building is Covid secure for staff and visitors. This is an ongoing process and will be updated as government advice changes.

If you have any questions or concerns, email [events@somersethouse.org.uk](mailto:events@somersethouse.org.uk).