

## **Cavendish Venues Policy on Covid-19 (Coronavirus) – reviewed 04/03/20**

The UK Chief Medical Officer has raised the risk to the public from low to moderate following the World Health Organisations declaration that there is a public health emergency warning of international concern. The risk remains low to individuals.

Cavendish Venues remain open and all events are taking place as normal. The health and well being of our staff and clients alike remains of paramount importance to our organisation and we will continue to follow and take guidance from the UK Government and Public Health England and will act accordingly as and when policy or advice changes.

The symptoms for Coronavirus to date are Fever, Cough or chest Tightness and shortness of Breath and it is thought that transmission of the virus is transmitted from human to human through close contact and via respiratory droplets and by direct and indirect contact with respiratory secretions i.e. sneezing or coughing!

Precautions in Place at Cavendish Venues:

- All Public Areas have been enhanced with extra Sanitising dispensers and are freely available and encouraged for use throughout all parts of our buildings.
- All public areas have multiple laminated posters in place with “Catch It: Bin It : Kill It” emphasising the importance of personal hygiene being an added requirement to safe guard everybody in the buildings and these are self explanatory i.e. cleanliness is paramount especially hands!
- Cleaning schedules have been enhanced further to that which is already in place with extra staff constantly disinfecting the high volume areas such as hand rails, door handles and push plates, lifts and chairs etc
- As customary and part of our Health and Safety for all clients and colleagues alike we actively encourage:
  - Clean hands with soap and water or alcohol-based hand rub;
  - Cover nose and mouth when coughing and sneezing with a tissue;
  - Avoid close contact with anyone with cold or flu-like symptoms;
  - Avoid unprotected contact with live wild or farm animals; and
  - Thoroughly cook meat and eggs

Potentially Infected Individuals

- Anybody attending Cavendish Venues that display symptoms and who is considered ‘at risk’ will be given a protective mask and protective gloves to wear and directed to an isolation room where available. Immediate advice would then be sought from Emergency Services in the first

instance by dialling 111. A record of the patient plus any staff or delegates having contact with the patient will be kept.

- In line with recommendations from Public Health England a 16 day quarantine period will be initiated for any colleagues who may be displaying the symptoms.

Our Industry Association the MIA is maintaining an archive of all relevant information re this for details follow this [link](#)

27:02:20

We are monitoring the skin temperature of staff members.

28:02:2020

Now that Coronavirus is appearing to be more widespread within the UK we are following NHS England advice, if we have reason to believe that anybody appears to have been in close contact (as defined [HERE](#)) with anyone who has been diagnosed with coronavirus we will advise them to self-isolate even if they do not show symptoms. In practical terms no member of our staff is ever likely in close contact with a delegate as so defined (unless in memorable exceptional circumstances ie being stuck in a lift / medical emergency etc), if it were an event organiser then close contact could be possible.

04:03:2020

We note that Kents Hill Park hotel and conference centre in Milton Keynes has reopened after serving as a quarantine centre for a number of UK nationals returning from Wuhan.

On the 09:03:2020 one of our directors will be attending an MIA (meetings industry association) meeting, specifically about Covid-19 and how our industry should respond.