

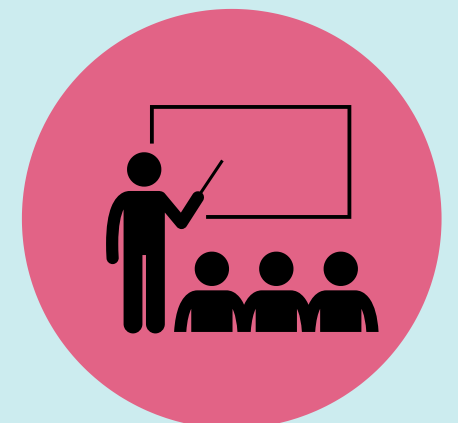
Helping our team to stay safe together

Employee Covid-19 Policy

May 2021

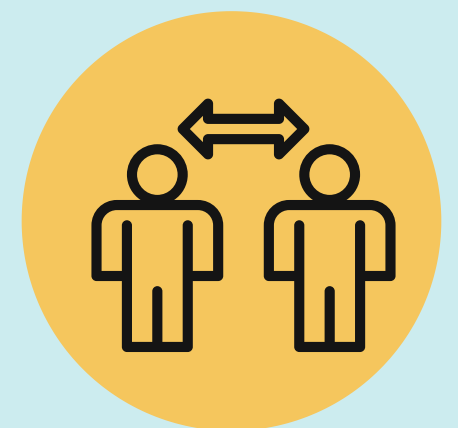
Training

- All of our team have completed an intense training programme when returning to work following our closure to ensure we have created a safe environment for staff and guests
- We have provided our team easily accessible information which covers all new COVID 19 procedures
- Our team members have all completed COVID 19 General Awareness training.



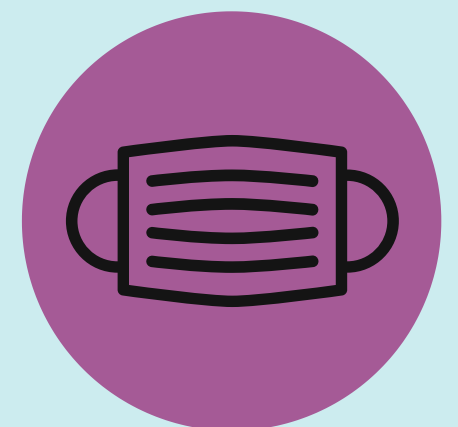
Providing a safe working environment

- We have created a Covid-19 secure environment throughout all of our staff areas
- One way systems have been implemented to avoid congestion in busy areas such as our staff entrance and exit. Where a one way system is not possible, we have a keep left system
- Protected screens have been installed in some areas around the hall and in offices
- We are promoting - Hands, Face, Space, Ventilation throughout all staff areas
- Key reminder signage is displayed throughout staff areas.



PPE

- Staff have been equipped with the necessary PPE for the continued safe running of their departments
- In line with the latest government guidelines whilst inside the building our team are required to wear a face covering at all times, except whilst sat at a table eating or drinking, at their desks or in a meeting where social distancing is being maintained.



Enhanced cleaning and sanitising

- All of our team members are responsible for carrying out regular cleaning tasks in their department
- We have a dedicated team of Cleaning Champions who are sanitising all communal staff areas every 2 hours
- Additional hand sanitiser stations have been provided for staff to use.



Staff Minibus

- We have increased the frequency of our staff minibus to help maintain social distancing
- The minibus is cleaned and sanitised between each run.

