

Conference Procedure COVID-19 under level 2

Gate Arrival	<p>Guest arrives and the following protocol is observed.</p> <ol style="list-style-type: none"> <li>1. Guest will complete personal information log book.</li> <li>2. Guest be screened (Temperature) and documented.</li> <li>3. All guest will be requested to wear a mask in order to enter the premises</li> </ol>
Conference and event Capacities	<ol style="list-style-type: none"> <li>1. No more than 50 guests / delegates per venue are allowed in one gathering.</li> </ol>
Conference Venue	<p>Sanitizer available at venue entrance. Information (guidelines) would be visible outside each venue. (pictograms)</p> <p>Guest arrival – Arrival drinks and snacks will be served by the waiter. Guest will not serve themselves.</p> <ol style="list-style-type: none"> <li>1. All food items are covered with a dome cloth when presented at the tea station.</li> <li>2. An area where guests are served their tea break snacks will be demarcated to encourage social distancing.</li> <li>3. Each Conference venue will have an allocated area for food/drink service and separate socializing area.</li> </ol>
Conference seating	<p>Each conference venue will have a new capacity limit which allow at least 1.5m distance between delegates.</p>
Conference furniture/equipment	<ol style="list-style-type: none"> <li>1. The tables will be covered with the standard table cloth that was sanitised prior to setting the conference table and after use each day.</li> <li>2. Chairs will be sanitized after each conference.</li> <li>3. Door handles sanitized regularly throughout the day.</li> <li>4. New unused pens and writing pad will be provided for each conference and delegates should take stationary with them on departure.</li> </ol>
Conference meals	<ol style="list-style-type: none"> <li>1. Breakfasts, lunch and dinner can be served at Connexions or Summerhouse depending on number of guests.</li> <li>2. Lunch and dinner can be served in Carnivore             <ul style="list-style-type: none"> <li>- Connexions up to 50 guests</li> <li>- Summerhouse up to 80 guests</li> <li>- Carnivore min of 100 guests up to max 200 guests</li> </ul> </li> </ol>
Conference Restroom facilities	<ol style="list-style-type: none"> <li>1. Restroom facilities will be sanitized after each conference tea break.</li> </ol>

Conference crockery/cutlery	<ol style="list-style-type: none"><li>1. All used crockery/cutlery will be placed in a crate and returned to the scullery to be sanitized.</li></ol>