KEEPING THE COLLEGE SAFE

Pre Planning for when the College can run events again

Developing new offerings based on new ways of delivering Meetings and Events, including the introduction of Hybrid events.

Porters lodge

Introduction of 2 metre social distancing footprints on the floor at the Lodge.

Hand sanitising station in place.

Screen guards.

Signage

‘Keep your distance’ signs in all relevant areas – to include Porters Lodge, corridors to meeting rooms and catering areas.

Social distancing footprints on the floor and one way signage.

Meeting Rooms

Capacities reduced in meeting rooms to enable social distancing.

“Safety Station” going in to meeting rooms, with gloves and sanitisers.

Meeting rooms to be sealed to reassure guests that their meeting/event room has been cleaned thoroughly and is ready for their use.

The frequency of cleaning the meeting rooms has been increased.

We are lucky to have a lot of grounds and are promoting the use of outside space, where possible, weather depending.
**Technology**

Introduction of Google Meet (video conferencing app), to allow Hybrid meetings and events to take place in two separate on site meeting rooms.

Improved technology and AV offering, ability to connect easily to Zoom, Microsoft Teams etc.

**Public Spaces and Communal Areas**

The frequency of cleaning and disinfecting to be increased in all public spaces.

Introduction of 2 metre spacing between people.

**Toilets**

The frequency of cleaning the toilets have been increased.

**Catering**

Social distancing measures have been introduced in our catering areas.

New lunch offerings are being created – to include take away boxes for lunches, to include a meal deal package. Bags can be dropped into the meeting rooms and labelled up.

More service points have been added for refreshment breaks.

A good queueing system is in place, with a hand sanitiser station placed at the entrance.

Tables and seating arranged accordingly and capacities have been reduced to limit the number of people in any space.

Where buffets are required, a one-way system has been introduced. Food will be individually portioned to avoid the requirements for serving equipment. If possible, a server will be provided who will work from a safe distance to control the distribution of the buffet and avoid the number of guests coming into contact with the buffet.

**Social distancing in the back of house areas**

Team members have been trained to practice social distancing by working 2 metres away from others, where possible.

The frequency of hand washing and surface cleaning has been further increased.

Back-to-back and side-to-side working (rather than face-to-face) whenever possible.
**Terms and Conditions**

Ts & Cs have been revised, to include a COVID-19 clause

More flexibility on cancellation policy.

**Payment**

Cashless - to reduce the risk associated with transferring the virus we will no longer be accepting cash.

Please do contact us to discuss further. We look forward to welcoming you back in the future and to running safe events.

Newnham College Conference Office:

[conference@newn.cam.ac.uk](mailto:conference@newn.cam.ac.uk)

+44 (0) 1223 335803

[https://www.newn.cam.ac.uk/conferences/](https://www.newn.cam.ac.uk/conferences/)

(Please note this is a working document and is subject to regular reviews as per the government advise)

---

June 2020

Version 1