

# Dartington Trust

[www.dartington.org/conferences](http://www.dartington.org/conferences)



## COVID Safe Policy Meetings & Events at Dartington Hall

**Before visiting we urge you to download the NHS Track and Trace app onto your phone or tablet – [click here for details](#). You will be able to use the app to 'check in' on arrival, and in the event of another guest experiencing illness, you will be alerted to any action you need to take.**

- Your Event Coordinator will ensure that prior to your meeting or event, you have all the information you need to ensure your event at Dartington Hall runs smoothly, is delivered safely and you're comfortable with the full experience your guests will have when they are with us.
- We have ample parking at Dartington Hall – we ask that you pre-register your car prior to arrival for your ease of use.
- On arrival at Dartington Hall clear signage will be displayed to ensure your delegates know where they need to go, avoiding any risk of overcrowding in spaces.
- We have adjusted our room and seating configurations to ensure government mandated distancing can be maintained at all times. As a result our meeting capacities have reduced in size and in certain rooms only certain configurations are available.
- Our meeting and event spaces will be thoroughly cleaned prior to your event and during your meeting breaks. Once cleaned your meeting rooms will not be accessed by any member of the public or staff until your arrival.
- Where possible all meetings/events will have a separate entry and exit to help to reduce cross over of delegates and maintain correct social distancing.
- We recommend the implementation of time constraints on meetings and events and regular breaks for delegates to minimise prolonged periods of time in one enclosed space. We will also ensure your delegates have designated private spaces for breaks and dining.
- We recommend all delegates download the track and tracing application to ensure we are all alerted to any delegates who may pose a risk of spreading Covid-19. If any of your delegates feel unwell we ask that they do not attend the event.
- All requests during your visit can be made either by the phones supplied in the room or digitally by email to your event organiser.

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- We will work with you to adapt the menus you have chosen to ensure they are delivered in adherence to the health and safety standards.
- We have a wide selection of lovely outdoor spaces that will be utilised where possible to facilitate your event.
- All of our meetings and events and kitchen teams have received further training in health and safety and adhere to government recommended food preparation standards.
- Where necessary staff will be attired in the appropriate PPE during your meeting and at times of food and drink service to reduce the risk of the spread of COVID-19.
- Hand sanitising stations will be set up at the entry and exit points for your delegates to use throughout your event and should be used every time they enter or exit the event.
- Whenever possible, you should be at least 2m away from another person. If you are between 1 and 2m apart, you need to wear a face covering. A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth, and do not filter airborne particles. Please do not sit closer than 1m to another person, even with a face covering.
- Wearing a face covering significantly reduces your risk of infecting others. Therefore, in addition to social distancing requirements, wearing a face covering is mandatory on the Estate in the following situations:
  - When you are in corridors or confined spaces
  - When you are entering a function room where you may pass a delegate/participant

Please ensure that your face covering is worn correctly and covers both your mouth and nose at all times.

- If any of your delegates are staying overnight with us we recommend they read our guide practice for hotel guests.