

# MEETINGS AT THE ATLANTIC HOTEL



## WE ARE READY WHEN YOU ARE!

Our meeting rooms no longer require social distancing measures in accordance with new Government advice. Should you require a meeting room with social distancing we would be happy to arrange this for you. We would request that all of our guests continue to wear a face covering in all public areas of the hotel.



## LET'S GET BACK TO BUSINESS

The highest standards are being maintained throughout the hotel, so that even at a distance, our team can look after you with their usual warmth and hospitality. Here's a reminder of some of the measures in place:



### CONTACTLESS SERVICES & ENHANCED CLEANING

Whether it's checking in and out or ordering refreshments – we have invested in making our services available digitally. We have an enhanced deep cleaning programme, Perspex screens have been installed where possible and all of our team will follow a policy of no physical contact, maintaining social distancing wherever possible.



### ROOM LAYOUT

We have ensured that our room layouts meet the Government guidelines however we would be happy to adapt this in accordance to your personal requirements. Rooms are cleaned and fully sanitised between each use and we are operating on a card payment only system in all areas of the hotel.



### HAND SANITISER

We have installed hand sanitising stations in all public areas of the hotel and ensuring all touch points are sanitised after each use. Guests are requested to wear a face mask in all public areas of the hotel (excludes areas such as the restaurant, bar and bedrooms).



### REFRESHMENTS AND LUNCH

Food and refreshments can be pre-ordered from our team for pre-arranged times throughout the day. We are also able to provide packed lunches individually and safely wrapped for each delegate if you prefer.

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## COVID-19 CONTROL MEASURES FOR BUSINESS MEETINGS

In line with Government guidance we are delighted to confirm that our hotel, bar and restaurant are all open without any Covid-19 restrictions and there are no longer any limitations on meeting capacities. We are however maintaining some of our safety measures in order to minimise the risk of transmission of Covid-19 and ensure the safety of our staff and guests.

- Although no longer a legal requirement, we request that guests continue to wear a face covering whilst indoors and in public areas. Whilst in the meeting itself, the face covering can be removed so long as the social distancing from other guests is maintained
- Our staff have been asked to continue to wear face coverings in public spaces and when face to face with guests.
- It is crucial that no guests are showing any symptoms of COVID-19. Anyone displaying symptoms should stay at home and get tested
- If anyone becomes unwell with symptoms of COVID-19 they should immediately advise the Event Manager, leave the event and contact 119 for advice about testing and isolation. Your other guests should be made aware and reminded to wash their hands thoroughly but they do not need to take any other specific action unless they develop symptoms themselves or are advised to do so by NHS Test and Trace
- Guests should regularly wash their hands and use the hand sanitisers that are provided around the hotel
- Should you require social distancing measures for your meeting, additional safe guards such as socially distanced seating arrangements, reduced contact throughout the day (including during registration, coffee and meal breaks), can be implemented for the attendees to ensure the safety of everyone.
- Guests should remain seated as much as possible to support social distancing safety measures and they should avoid physical contact with individuals from different households
- The use of common shared items such as flip chart pens, laptops, training aids etc. should be avoided. If any are used or documents circulated for general use, please ask your guests to sanitise their hands once they have used / received these items
- In order to circulate fresh air into the room, breaks are required at least every 2 hours so that the doors & windows can be opened to allow the meeting room to ventilate naturally for a short period of time
- The guests attending this meeting should avoid contact with any guests who are not part of the same meeting. This will include hotel residents and guests attending other meetings in the Hotel
- To support the NHS Test and Trace programme, a list of all guests' names with contact details must be provided to the Event Manager. This will be kept for 21 days in case there is a need for your guests to be contacted. The details will not be used for marketing purposes

We appreciate your assistance in ensuring that your guests follow this guidance.

UPDATED: July 2021.