

Please read the following and familiarise yourself with the safety requirements.

Guest entrance and departure: All guests are asked to enter and depart via the allocated entrance and exit doors at the front of the venue. Please sanitise your hands, on arrival, using the stations in the reception area.

Toilet facilities: Suggested toilet facilities are recommended near your meeting rooms, please discuss with your event organiser. Guests are asked to consider social distancing around these areas as appropriate. We recommend delegates take toilet breaks throughout the event rather than waiting for break times, to reduce queuing. If you are staying overnight, you may wish to use your bedroom toilet facility where possible.

Social Distancing: Whilst no longer a legal requirement, we do recommend that all guests allow appropriate distancing within the venue, particularly in public areas such as reception, moving through corridors, using public lounge, bar and restaurant areas, and where space may be limited such as public bathrooms.

Face coverings in public areas: Government advice has now been updated such that face coverings are no longer mandatory for the general public whilst in hotel public areas. In England, The Government recommend that face masks are worn when people come into contact with people they don't normally meet in enclosed and crowded spaces. The venue team will not be enforcing this as it is no longer a legal requirement and the personal responsibility now rests with our guests as individuals to take measures as appropriate.

Personal Hygiene during your stay: Guests are requested to wash their hands, or use sanitizer when a sink is not available in line with government guidelines especially when using the restroom, sneezing, touching the face, blowing the nose, and smoking, eating, and drinking. WHO guidance on handwashing is provided in public handwashing facilities and good practise is to ensure hands are washed or sanitised hourly.

Luggage arrangements: All guests are required to keep their luggage with them post-check out where possible; the hotel can offer a luggage room area on a first come, first served basis and is subject to availability.

Bedrooms: If you are staying overnight, your bedroom will be allocated from your meeting room. Your event host/organiser will have your room key and distribute these.

What to do if you develop symptoms at the venue: If you feel unwell at any point, you should alert your event organiser immediately and they will provide your information regarding the arrangements to the venue duty manager.

At all times during your stay at Conference Aston, we expect all guests, delegates and organisers to take responsibility for their own safety and the safety of others through adopting social distancing measures, face coverings, personal health and hygiene, and other precautions as necessary. These should be followed throughout all areas of the hotel and conference venue to help prevent the spread of coronavirus and support in maintaining a safe and welcoming environment for all.

On arrival at the venue, you will be required to sign a delegate declaration form to confirm you have read, understood the above information.

If you require any further information or clarification on the above points, your event organiser or a member the venue team will be able to assist.