

FACILITATOR GUIDANCE SHEET

We have put together the following guidance notes for the health, safety and wellbeing of our customers and all STC staff are here for your support:

- **Signing in;** on arrival you will find a register in your room, the facilitator must fill in all delegate names and then hand this to St Thomas Centre reception.
- **Hand sanitizer;** there are various points throughout the building, please remind your group to use this regularly, especially after leaving and entering the room
- **Social distancing;** social distancing applies in all shared spaces of 1m+ and reminder signs can be seen throughout the building. Ensure you follow the floor markings and do not move furniture around – if you require furniture to be moved please ask a member of staff. **As of 14th September 2020 hospitality venues can still host larger numbers in total but groups of up to 6 must not mix or form larger groups, therefore, you will need to stay at your allocated table and only move around with those people on your table.**
- **Use of water machines;** please advise your group to use the anti-bacterial wipes before each use
- **Managed toilet breaks;** we only have a small number of toilets so please manage your group with no more than 4 people attending the toilets at one time, and remind them to wash their hands
- **Cleaning regime;** all touch points e.g. door handles and light switches will be cleaned by staff on site every 30 minutes
- **Signage;** remind your group at regular intervals of the signs displayed in the centre and ask everyone to adhere to them
- **Refreshment areas;** please ensure a staggered visit to the refreshment area
- **Technical equipment;** there will be anti-bacterial wipes on hand and these must be used if more than one person is using the equipment, before and following each use
- **Track and trace requirements;** lead person on site and delivering the session will be required to fill out a track and trace form so they can be contacted if necessary

- Ventilation; open all available windows at all times to promote flow of air in rooms and throughout the building