

# The House of St Barnabas

LONDON

## Keeping the House safe and secure – COVID-19 guidelines for Private Hire clients and guests

Cleanliness has always been a top priority for us and now, more than ever, we will commit to providing a safe environment for you to enjoy.

Specific procedures and measures to reduce the risk of spreading Coronavirus Covid-19 have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated to reflect any changes in the official guidance as and when this is published. Our working practise is aligned in an Operational Strategy & Planning Document with the Government Covid-19 Alert Level Scale. Every member of staff attending site has been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place.

We have redesigned our private hire spaces to respect social distancing rules – we are following 2m social distancing guidelines across the House and kindly ask that you respect these guidelines during your event. This is to ensure the safety of both your guests and our staff. Your event will have already been set up with these guidelines in mind before your arrival. You must let us know of any additional arrivals prior to your event – please do not let us know on arrival as we will need to reorganise the room accordingly. Please also be aware that our general capacities have decreased because of social distancing – it may not be possible for us to accommodate additional arrivals safely.

We have changed our cleaning contract to ensure the house is as safe as it can be. You'll see us more often in high traffic areas, cleaning and sanitising down those frequently high touch items that need a bit of love, such as the front door, banisters, WC's, door handles and table tops. Your private hire space will be cleaned before your event.

We are kindly asking all visitors to the House to move around the space as little as possible. As such, whilst the pandemic continues, it will not be possible to take your guests on a tour of the House as part of your event. If you would like your guests to know more about our history and charitable mission, please speak with either Bea or Wiktor in the Private Hire team when you are planning your event. If someone is available, we can organise a short talk at the start or end of your event.

Please be mindful of others - our signage will remind you where to stand at times, and we will be introducing a one-way system around the House. The Grand Staircase is to be used as the 'up' direction and Crinoline Staircase is to be used as 'down' direction.

Please note our Chapel is temporarily closed to members and private hire guests and is only available for pre-arranged events.

Visitors using our ground floor spaces (the Soho Room, Dickens Room, Garden Room and Monro Room) are asked to use the ground floor WCs. Guests on our first floor (the Drawing Room, Silk Room and Bazalgette Room) are asked to use our 2nd floor WCs to reduce stairwell traffic.

Due to social distancing, we may ask you to limit the number of people standing in corridors, on stairs or at reception before and after your private hire event.

**As per government guidelines, face coverings must be worn for the duration of your visit, unless eating and drinking.**

We have created a no contact environment to keep your guests as safe as possible. Please be mindful of this when interacting with people in the House and with our staff. This also means that we will have no cloakroom for the time being. **Please make sure your guests are aware we will not be able to store any bags or coats.**

Hand sanitiser will be visible and readily available throughout the House. We ask that all guests sanitise their hands upon arrival.

We have removed all paper-based administration from our Reception – please be aware that the Private Hire and Reception teams will not be able to print anything for you.

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All guestlists will also need to be electronic. You will not be able to check your guests in at the Reception – our team will do this for you and ensure they are directed to the correct hire space.

**All guests will need to scan the QR code at reception on arrival.**

We have now implemented a booking system across the House – whereas previously it was easy to grab a table and stay in the House after your event to work or for a drink, it will no longer be possible just to sit at any free table. Please speak to the Private Hire team if you or any of your guests wish to use the club before or after your event – we are expecting the House to be very busy when we reopen but if we can accommodate you, we will. You will need to book this space in advance – we kindly ask that you give the team at least 24 hours' notice and please be aware that it won't be possible to ask on the day. We cannot accommodate any group sizes of more than 4.

If any of your guests are not feeling well and are showing COVID-19 symptoms, please ensure they self-isolate. Do not come to the house for 14 days from the point that you experience symptoms. If any of your guests test positive after your event, please let us know at your earliest convenience.

In visiting the House, private hire clients and their guests understand and assume the risks involved and agree that they shall not hold the charity responsible or liable. By signing your hire agreement, you are agreeing to ensure all guests are made aware of this.