

Covid-19 Safety Guidelines

As we return to in-person events, *Place North West* aims to ensure all our attendees, sponsors and speakers feel safe and comfortable attending conferences or socials.

Below are the measures we are taking:

1. Keeping a record of all attendees, suppliers & staff that have attended an event
2. Conducting thorough risk assessments before each event
3. Hand sanitising points will be visible throughout the event space
4. Ensuring event spaces are well ventilated
5. Keeping to a maximum of 6 people networking in one group indoors
6. Encouraging the use of face masks when moving through the event space (preferably disposable/surgical masks rather than cloth)
7. Ensuring touch points will be regularly wiped down
8. Ensuring seating is well spaced with at least 1m between guests
9. Enforcing one-way systems where appropriate
10. Food & drink must be consumed whilst seated, unless outdoors
11. The *Place North West* team will be regularly tested. We encourage attendees to also take tests before coming to the event.
12. **If you have shown any Covid-19 symptoms in the seven days before the event, we ask that you do not attend.** Please contact events@placenorthwest.co.uk in this instance
13. *Place North West's* events manager, Laura Davies, is a certified Covid-19 compliance officer

If you have any queries or concerns regarding our events, please contact **Laura Davies** on **07939 621312** or laura@placenorthwest.co.uk