

# MEETINGS & EVENTS

## COVID-19 PROCEDURES

S A F E

# HARBOUR

## Meetings & Events

The welfare of our guests at Harbour Hotels and our Harbour Crew is always our first priority. We've been working extremely hard, so when you are able to visit us again, you can do this feeling assured that we have in place all the precautions to minimise the spread of Covid-19 and keep you and your fellow delegates safe.

We have rethought and reworked our meetings and events operations. Extensive health and safety guidelines have been prepared and implemented and our teams have been trained, so we can get back to doing what we do best, welcoming you again. These procedures are under constant review and we will always follow the guidelines provided by the government.

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## Pre-arrival

Our team will send you all of the information in relation to your event; from which event room you will be in to your arrival and departure times and dining options. This also includes our registration policy and Safe Harbour measures that should be circulated to all your delegates in advance of your event. We like to have all the boxes ticked before you arrive to avoid any surprises on the day. All delegates must scan the QR code supplied in the meeting room to comply with NHS Track and Trace.

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## Arrival

All delegates will be asked undertake a temperature check upon arrival and one of our Harbour Crew will be waiting to direct your delegates to where they need to go, avoiding risk of overcrowding in spaces. We have put in place hand sanitising stations to use on arrival and as frequently as possible.

All delegates should wear a face covering upon entering the hotel and when moving around in public areas, unless exempt.



## Event room set up

Our meeting and event spaces will be thoroughly cleaned prior to your event, during your breaks and checked by our management team. We will seal our event rooms once they have been cleaned prior to your event, so you can be assured there has been no contamination between cleaning and the start of your event.

Room configuration is recommended at 2 metres apart as per social distancing guidelines. If delegates are sat at a 1 metre distance, following government guidelines, face coverings will need to be worn

Hand sanitisers will be provided on the table as will individual bottles of still water.

We will not be providing delegate stationary, however this can be requested for an additional charge and must be taken away on departure or will be disposed of along with any business collateral left by clients.

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## Break out & dining

Refreshments will be served to the table, or will be served in a designated breakout area where social distancing can be maintained.

Depending on your meeting size, you can choose from individual Bento Boxes, a seated lunch, or for larger numbers, buffets are possible but will look a little different. Please speak to the team for more information.

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## Private dining

Each private dining event will follow all current government guidelines for social distancing. Table service will be available throughout the duration, including drinks.

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## Post meeting

Once your event has ended, our team will fully disinfect and deep clean the event room, equipment and the designated break out spaces before the room is used again.

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