

## THE HELLENIC CENTRE EVENT SAFETY MEASURES RE CORONAVIRUS

As you would expect, we are keeping a very close eye on the developments of Coronavirus, including the information and advice released by the Government and Public Health England with regards to the spread and containment of Coronavirus (COVID-19). You can familiarise yourselves with the most up to date information by checking the website <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

The Health and Safety of our clients, students, staff and community is top priority but at this time, the Hellenic Centre is operating 'business as usual' whilst being extra vigilant amid growing concerns around the coronavirus.

The following safety measures have been implemented:

- hand sanitiser dispensers stationed on the ground and lower ground floors
- Increased cleaning at more regular intervals with extra emphasis on all surfaces that are touched (door handles, handrails, light switches, faucet taps, doors, board tables, emptying rubbish bins more regularly etc.)
- Signs around the building reminding people how they can help stop the spread (catch it, bin it, kill it)
- Signs reminding delegates to wash their hands regularly and for at least 20 seconds

We greatly appreciate the support of our clients, students, guests and delegates working with us to maintain a safe, healthy environment by taking the following steps:

- Wash / disinfect hands upon arrival at the Venue and thoroughly wash hands throughout the day.
- Cover mouth and nose with a flexed elbow or tissue (not hands) when coughing or sneezing
- Dispose of any used tissues carefully in the bins
- Avoid touching your face to avoid transferring germs from surfaces
- Adopt a no- handshake policy
- If you have returned from any of the specific areas detailed on the government website in the last 14 days you should not come to the Hellenic Centre.
- Stay home & seek advice by calling NHS 111 if you are sick or experiencing any cold/flu-like symptoms or if you have been required to self-isolate.
- Seek medical care right away and alert a staff member if you begin to experience cold or flu-like symptoms (fever, cough, trouble breathing) onsite.
- If you have visited the Hellenic Centre within the previous 14 days and are subsequently diagnosed as having contracted Coronavirus, or have been in proximity to someone who has subsequently been diagnosed as having contracted Coronavirus, please contact the Hellenic Centre management immediately.

For the time being, all events are currently taking place as scheduled. Therefore, our normal terms and conditions apply. However, please contact us with any concerns on cancellation of future events. [bookings@helleniccentre.org](mailto:bookings@helleniccentre.org) / 020 7487 5060