



Visiting Leigh Court



Our COVID-19 safety measures explained

www.leighcourt.co.uk

enquiry@leighcourt.co.uk

01275 373 393



Welcome

The health, safety, welfare and enjoyment of our guests has always been of upmost importance to us, but it has become even more of a priority at this time, due to the impact of COVID-19.

As we all try and get back to a new normal, we would like to reassure you that we have been working hard, guided by advice from the UK government and Public Health England, to introduce several new measures to ensure that Leigh Court is COVID-19 compliant.

We have carried out a thorough Risk Assessment and are fully equipped to ensure your visit is safe, with plenty of space to maintain social distancing, hand sanitisers and cleaning products readily available and new reduced-risk ways of working introduced.

As a team we have all been trained and made aware of the new policies and we are committed to keeping you safe during your visit.

If you have any questions before, during or after your event please do not hesitate to get in touch - we will be happy to help.



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COVID-19

Before and during your visit to Leigh Court please read the following instructions carefully. These will help to keep you, other guests and our team safe and well at all times.

Before your event:

- If you have been abroad in the 14 days before your event, please let your Event Coordinator know before your visit. Due to government guidelines you may not be able to attend Leigh Court during this time period if you have visited certain countries, as you will be required to self isolate for 14 days on your return to the UK. You can see government advice on this and a list of countries at www.gov.uk/uk-border-control.
- Please do not visit Leigh Court if you are experiencing any symptoms of COVID-19, including a fever, new continuous cough or loss of taste or smell.
- Please discuss any questions or concerns you have about your event with your Event Coordinator, who will be happy to answer any questions.
- Make sure your guests or delegates know about any equipment they need to bring with them, such as notepad and pens.
- It is not currently mandatory for attendees at business meetings or employees at business centres to wear face masks or coverings. However, if you prefer your delegates to do so, please let us know.



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During your event:

- Please follow any signage within the venue and outside - it is there for your safety.
- Please familiarise yourself with the route to and from your meeting room, the toilets and the exits, so everyone can move around the venue efficiently and safely without forming crowds or queues.
- Observe the 2 metre social distancing rule wherever possible.
- Take note of the hand washing instructions in our toilet facilities and use hand sanitiser stations as often as you would like to.
- Bring your own pen and notebook - this is for your safety and also reduces waste!
- Use the bottle of water and glass that is provided just for you - no need to share.
- Please do not shake hands with our team members - a smile is the perfect greeting!
- Please don't be offended if our team remind you of the new measures and policies - we are all still learning.
- If you have any questions on the day, please ask.





COVID-19

Outside space

The beauty of holding an event at Leigh Court is there is lots of outside space to enjoy, where it's easy to socially distance and be COVID-19 compliant.

Surrounded by 27 acres of private parkland. there is plenty of room to enjoy lunch, have a coffee break in our grounds, or just take a breather if needed.



Food and Drink

It's always nice to take a break and enjoy a meal at an event. We can still serve food, but just in a different way.

- Each meeting room will have a dedicated refreshment area, served by a member of staff.
- All snacks will be individually wrapped.
- You can preorder meals, which will be delivered to your meeting room in individual boxes at an agreed time.



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Our commitment to keeping you safe

To ensure that we keep you, your guests and our team safe, we are committed to carrying out the following measures on a frequent basis:

- All meeting rooms will be thoroughly sanitised between every meeting.
- Venue and catering staff will wear the necessary PPE.
- Hand sanitiser will be available throughout Leigh Court.
- Disinfectant wipes will also be readily available.
- Clear signage will be on display to avoid queing and gathering.
- Door handles and toilet facilities will be sanitised regularly.
- Hand towels will replace hand dryers in the toilets.
- Removal of pads and pens to reduce touch points - please bring your own!



Availability

If you are interested in holding a meeting or event at Leigh Court, please do not hesitate to get in touch with us. Due to COVID-19 restrictions, events will be limited to a maximum of 30 people. This will be reviewed regularly in accordance with government guidelines.

Please email us on enquiry@leighcourt.co.uk or call 01275 373393 to find out our availability. We look forward to welcoming you back to Leigh Court soon.

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