

## 16. Meetings Rooms (where available)

### Cleaning & Disinfection Protocol

- All shared equipment and meeting amenities must be disinfected before and after each use. If this isn't possible, they must be replaced by single use alternatives.
- After each group use, clean and disinfect conference room doors, tables, chairs, light switches and other equipment.

### Physical Distancing Protocol

- Avoid buffet-style service, where possible.
- All food and beverage items must be individually plated and served.
- Coffee and other break items to be served by employees rather than be self-service.
- Condiments should be served in individual single use sachets.
- Seating capacities and floor plans to be reviewed on an event-by-event basis to ensure appropriate physical distancing as per the Government's Public Health advice.

### Visitor Considerations

- Develop examples of physically distanced floor plans for Event Management use.
- Create modified menus to showcase styles of service and items currently available.
- Install signage outside of meeting and events to remind visitors to follow appropriate physical distancing.

