

## Guidelines for Room Hire at Burlington House, Q4 2020

To everyone in the extended Fellowship of the Linnean Society of London, we want to assure you we are monitoring the Coronavirus 2019 (COVID-19) pandemic in coordination with the rest of the Burlington House community and in line with UK Government advice and guidelines. Your patience, assistance, and cooperation are very much appreciated as we face this challenging time together.

Current medical and epidemiological advice recommends practicing “social distancing”. For more information on the UK Government’s COVID-19 planning, visit

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

Room hire at the Linnean Society is cancelled until 1<sup>st</sup> September 2020. The following guidelines outline the conditions under which room hire will be allowed from 1<sup>st</sup> September.

- The Society asks that visitors do not come to site if they are feeling unwell, or have recently come into contact with someone who is unwell.
- Hand sanitizer will be provided for visitors to use when arriving on site, and frequently touched surfaces will be regularly disinfected. We also require visitors to wear appropriate face masks when moving through the building, however these can be removed when seated.
- Social distancing of 2 metres must be followed while on site. To facilitate this there will be no waiting in the lobby area, visitors must remain outside until the room is ready.
- Room capacity has been reduced to facilitate social distancing. The capacities for the Tower room and Council room are both set at 12 people, while the Meeting room will have a capacity of 38 people.
- Meeting room bookings will be limited to allow the room to be quarantined for 48 hours in between uses. A 24 hour quarantine will be in place for the Council room and Tower room, as these rooms can be more reliably cleaned in between uses.
- The rooms will return to normal capacity and bookings once government restrictions have been completely lifted, plus one month for the Society to suitably prepare.
- A registration list for each room hire must be provided to staff the day before the event. This list will be used to sign visitors in as they arrive at reception. An event organiser must be available at the door for registration for events in the Meeting room.
- The Society asks that the event organiser collects contact information for all visitors participating in each event, so that visitors can be contacted and informed of any positive cases on Covid-19 on site.
- Visitors must place all rubbish in the rubbish bins provided after they have finished using the room.
- There will be no catering in the Library until Government restrictions are completely lifted. We will endeavour to provide catering in the Tower room and Council room once our usual catering providers have reopened.
- Coffee machines will be available in the Tower Room and Council Room for visitors to use.
- Rooms and coffee machines will be set up by staff using PPE equipment, and further disinfectant equipment will be provided.