



RETURN TO RICOH

OUR COMMITMENT TO **KEEPING YOU SAFE!**

The health and wellbeing of our team, exhibitors and visitors are of paramount importance to us. We wanted to let you know what we are doing to keep everyone safe here at Ricoh Arena:

1. STAFF WELFARE & TRAINING

- Staff are trained in new health & hygiene procedures associated with Covid-19
- Our team will comply with social distancing guidelines
- Where necessary, all team members will be provided with PPE
- New shift patterns will be implemented, and all office and internal working areas have been redesigned

2. SOCIAL DISTANCING

- Where applicable one-way systems will be introduced and floor, lift and stairway signage displayed
- Protective screens have been installed at all Guest Services, reception areas and main F&B outlets
- Lifts will only be used by one person at a time
- Social distance messaging will be prominently displayed

3. HYGIENE & CLEANING PROTOCOLS

- Deep cleaning of all conference & exhibition spaces prior to arrival
- There will be increased cleaning of high touch point areas
- Hand sanitisers at all entrances and in communal areas of the venue



4. OUR MEETING ROOMS

- All our conference space capacities have been reviewed in line with social distance guidelines
- The venue will adopt a clean & clear table policy for all conferences
- Where possible additional furniture and equipment, such as flipcharts and AV, will be removed from meeting spaces (unless booked on request)
- Deep cleaning will take place after each meeting and on a nightly basis
- All conference rooms will be sealed after cleaning to ensure no entry by others

5. FOOD & BEVERAGE OFFERING

- Hand sanitisers are available at the entrance to all catering areas
- As a venue we will operate contact free catering including grab bags, designated food areas with set timings and catering zones across the venue
- Limits on the number of people in an area at any one time
- Introduction of “all day” refreshment areas to include bottle water, refill water stations and hot take away drinks
- Staff to ensure social distancing measures are adhered to
- Contactless payment across the venue