



# Customer Notice for Safe Meetings

Helping businesses get back to work.

We have a COVID-19 Safety Plan and are committed to keeping you safe whilst you are visiting the Science Park.

- Face masks are to be worn in public areas, including reception.
- Maintain social distancing at all times.
- Meeting rooms are set to a safe layout, furniture must not be moved.
- Maximum room capacities must not be exceeded.
- Additional extra guests cannot be booked in on the day.
- Public toilets are at a reduced capacity.
- Wall mounted hand sanitizers are in all public areas for you to use.
- There are disinfectant sprays and cloths in each meeting room.
- Areas known as 'high touch points' are cleaned throughout the day by trained staff.
- Pre-ordered catering is delivered to your meeting room.
- AV support will be via telephone advice if required.
- Please bring your own laptop/extension cables.

