



Dear Conference Guest

We very much look forward to welcoming you back to Highfield Park and we would like to assure you that we are taking every step possible to ensure your safe return. We have put into place social distancing measures to protect both our colleagues and our guests during this time.

We would like to ask you to play your part in this process too and while you are on site with us at Highfield Park, we would ask that you do the following:

- Please always respect all social distancing rules that have been put in place and follow them whenever possible.
- From the 8th August the government guidelines were updated to state that face coverings are required in all public areas of hotels. Therefore, please ensure when you arrive to Highfield Park that you have a face covering with you, this can be removed once in your meeting room.
- Please comply with requests to sanitize your hands and any equipment where necessary, we have made signage and instructions as clear and simple as possible to avoid any confusion or misunderstanding. Please fully wash your hands as and when possible in line with government guidelines.
- On arrival your temperature will be taken, if your temperature is high or you fail to comply with this request you will be denied access to the building. We will not record these temperatures or keep them on record. Overnight guests may be required to have their temperature checked again on departure.
- Please follow the floor markings setting out social distancing measures and one ways systems were in place.
- Please follow instructions or requests from our colleagues if you do not you may be asked to leave the premises for the safety of everyone else on site.
- If you or anyone in your household is showing any signs or symptoms relating to Covid-19 please do not travel to Highfield Park. If we notice anyone with such symptoms, we will ask them to leave the premises.

Thank you for supporting us in these unprecedented times and helping us to keep everyone who visits Highfield Park safe and healthy. Please beware that this is a working document and changes may be made in line with government advice and industry best practice. If you have any questions regarding any of our social distancing measures please do contact your event organiser or a member of the Highfield Park team and we will be happy to discuss this with you.

Kind Regards

Kirsty Ewart
General Manager

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