**Event Guidelines for Visitors**

**We look forward to providing a warm welcome and a great experience at the Goldsmiths’ Centre. There are a couple of simple steps that you can take to help us help you feel safe at your next event**

* **Entry and exit to the building** are via the main entrance doors operating automatically.
* **We recommend face coverings to be worn** upon entry and in common areas of the venue, such as corridors, but also in any situation where physical distancing or other protective measures are not possible.
* **On arrival visitors are recommended to wash their hands with sanitiser.** There are dispensers on the reception desk, mounted on the wall nearby and throughout the venue.
* **We advise a safe distance** is kept when encountering people in the building in common areas of the venue.
* **When greeting others**, please consider offering a noncontact method of greeting rather than shaking hands or hugging
* **Visitors may be given access cards**; we recommend they sanitise their hands before accepting one. A member of the events team will sign them in. At the end of the event cards should be returned to the marked box at reception to be cleaned.
* **The main reception desk is open,** screens and distancing measures have been installed to protect our receptionist.
* **The lift is restricted to 2 people at a time**; however, if you and the people you are sharing the lift with are comfortable with more than two people at time you are free to exceed restricted numbers.