**Rhondda Fach Covid 19 Conference/Meeting room Protocol**

**To protect both the public and staff using and working at Rhondda Fach Leisure Centre please follow the current Covid 19 protocol in place.**

1. Ensure that you are wearing an appropriate face cover prior to entering the main entrance of the building.
2. The Booking Officer/Tutor is required to sign in at reception while the delegates only need to sign in the register at the course/conference.
3. Please can all attending the training/conference use the hand sanitiser at reception desk before continuing to the conference room.
4. Please follow the directional instructions of the receptionist or a member of staff who will advise you of how to access the area.
5. ***Social distancing is not essential while attending training/conference at the leisure centre. Numbers have been increased to a maximum of 50 delegates able to attend. While social distancing is not required face coverings must be worn while seated and moving around the conference room/leisure centre.***
6. ***If the booking requests the room is set out to include social distancing, while seated at the tables during the conference/training delegates can remove face covering if they wish. However, if you stand or need to move around in the area you must replace your face covering.***
7. There are toilets in this area for use during the time of the meeting outside the entrance door of the conference room.
8. Please use the hand sanitiser in the corridor before re-entering the conference room.
9. At the end of the meeting please exit the conference room through the fire exit at the opposite end from the entrance. Travel down the stairs and out of the exit doors to the car park.