

Guidance for MPQC visitors and delegates

General rules

In order to keep yourself and others safe during the COVID19 crisis, MPQC require that the following be adhered to at all times.

You will be required to complete a self-assessment prior to coming to the offices, and likewise follow any instructions from your host or meeting organiser.

Getting to, and attending your course or meeting

- Use the most appropriate travel method
- Please reverse park to ensure drivers doors are facing away from each other. Allow other people to pass before exiting vehicle to maintain social distance.
- When entering the building, maintain 2metre distance from others
- If you arrive early, for a meeting or an event please do not congregate around the outside of the building, the doors will open in advance of any scheduled start time.

Hygiene

The equipment will be sanitised prior to the course (tables, handles etc) there is a daily disinfecting process in place, including all touch points.

- You are required to wash your hands regularly, as per the Governments guidance. Posters are located in each toilet area.
- Utilise the sanitiser which is in place:
 - Before entering the main building – sanitising station located on the left side prior the inner door
 - Before entering your meeting room
 - After using the bathroom
 - After eating
 - After sneezing or coughing, into your elbow or tissue (please dispose of tissues immediately in the bins provided)

Drinks machines will be sanitised, and disposable cups will only be allowed which should be placed into the bin once finished with.

Social distancing

When you visit MPHOUSE for a meeting or event, you will be ushered to the correct room by your host. There is a partition within the ground floor corridor that allows two-way movement, whilst still ensuring there is a barrier between the people.

Doors will be propped open where possible to allow free movement.

When meeting in the McAdam training room, please enter by the first door and use the sanitiser provided, you must then use the rear door within the training room to ensure a one-way flow is achieved.

There are floor markings to separate people whilst you move to your desk. Please maintain the 2metres social distancing rule, by following the instructions from your host.

When queuing for the drinks machine, which can produce one drink at a time, obey the 2metre social distancing rule, by following the floor markings.

PPE

Delegates can bring and wear their own PPE when attending courses,

- A face covering
- Disposable gloves



Medical and sickness

We require all of our visitors to self-assess prior to coming to MPHOUSE or any face to face meeting.

On arrival to MPHOUSE or another venue used for our events all attendees will have their temperature taken at sign in and will not be permitted to attend the event if registering a temperature of 37.5 or over. You must then arrange with your host to reschedule the event if applicable (an MP Awards chargeable activity) this will be free of charge; no refunds will be issued.

If you have symptoms or are unwell, please do not travel to the office or other venue used by MP Awards, instead call us to discuss and rearrange where possible.

If you experience Covid-19 symptoms whilst attending one of our events you need to inform the host immediately and go home.

maintaining professional standards

☎ 0115 972 6121 🐦 @mpqc_a0 www.mpawards.co.uk

Registered in England as Mineral Products Qualifications Council. Reg. No. 01695822.