

3 GIS Terms & Conditions of use by clients during COVID19 Pandemic



To maintain the safety of our staff, clients and visitors and for your reassurance during the COVID19 pandemic the following additional restrictions and procedures will be in place.

In the event of any doubt we reserve the right to refuse admittance, at our discretion, to the premises where it is reasonably believed that health may be endangered or that the conditions below are not followed.

Please note that we are currently operating on restricted hours. All bookings must be requested and confirmed in advance. For the avoidance of doubt, the term 'client' includes all individuals with or attending any function which is booked by the person or entity making the booking.

1 Contact Details

- a. All individuals entering the premises will be required to register their contact details (name, mobile telephone) upon arrival to facilitate contact should a COVID19 infection be reported.
- b. Contact details will be retained for a minimum of 21 days subsequent to the last date of attendance.

2 If you show symptoms

- a. Any individual presenting COVID19 like symptoms will not be permitted into the premises. Should symptoms appear during the period of hire we must be informed and all clients will be required to vacate the premises immediately.
- b. Any individual subsequently reporting COVID19 like symptoms or receiving a positive diagnosis within 14 days of entering the premises must make this known to us as soon as practicably possible.

3 Hand Sanitisation

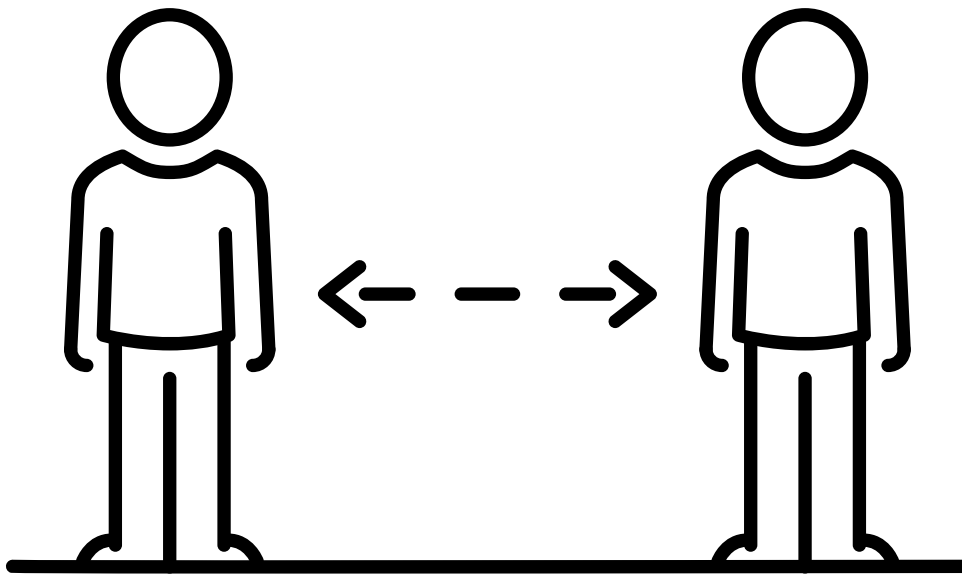
- a. All clients must use the provided Hand Sanitising Stations (HSS) upon entering the premises.
- b. Hands should be sanitised regularly during a period of room hire.

4 Masks/Face Coverings

- a. Must be worn at all times in common parts or when in contact with or proximity to 3GIS staff.
- b. Must be donned prior to entering the premises
- c. Are the responsibility of the client to provide

5 Use of Facilities

- a. To facilitate social distancing the seating capacity of meeting rooms will be reduced – please contact us for further information for your booking
- b. Clients are reminded that they should maintain proper social distancing at all times when within the premises. This includes but is not limited to:
 - i. Maintaining a safe distance – preferably 2 metres
 - ii. Avoiding direct body contact
 - iii. Not rearranging furniture or request additional seating



6 Refreshments

- a. Limited refreshments will be available.
- b. Catering (eg sandwich lunch) may be made available by prior arrangement – 48 hours notice will be required.
- c. It will not be possible to store/refrigerate any food items on a client's behalf.

7 Toilet facilities

- a. Additional HSS will be placed outside the entrance to all toilets. These should be used both before and after entering the toilets.
- b. For the male toilet (Ground Floor North) only one client should enter at a time.

