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## *Changes to Meeting Room Rentals & Catering Services*

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### ***Preparation of the Room and Facility (prior to entry)***

For your peace of mind, we have added additional hand sanitizing stations, increased our high touch point cleaning frequency within the facility and have thorough signage and communication throughout the building. We have also limited contractors and sales personnel from coming into the Centre and are fulfilling necessary service calls only. Our staff have been ap-something to all relevant legislation and trained on the appropriate use of PPE. The room will be thoroughly cleaned and sanitized the night before your rental, and no one will be provided entry until your group arrives.

### ***Contact Tracing & Pre-Screening***

A member of our staff will meet you upon arrival to the facility, at which point they will provide a contact tracing & screening sheet. Each participant must disclose their name, phone number and email address and answer the pre-screening questions. This information will **only** be used for the purpose of contact tracing, in the event a positive case arises on-site. Otherwise, this information will not be used or shared. We kindly ask that if a participant is feeling unwell that they please stay at home; this is for the protection of themselves, your group as well as our staff.

### ***Mandatory Face Coverings/Masks***

As per the MLHU & City of London directives on mandatory face masks, all attendees must be wearing a face covering upon entry to the facility. We ask that the face covering remain on while entering the building and getting upstairs, though they can be removed once in your room. If a participant leaves the room, to use the washroom for example, they would be asked to please, once again, wear their face covering. We also encourage participants to limit their exit and re-entry into the space.

### ***Physical Distancing & Separation***

Groups will be provided with meeting rooms larger than required to ensure proper physical distancing between tables and chairs. Room setups will be further discussed upon booking of the meeting room.

### ***Catering Options***

We have revised our catering offerings to ensure all items can be prepared and wrapped individually for the safety of our guests. If you have any special requests or dietary concerns, please feel free to reach out to the Hospitality Coordinator, Chelsea Hargreaves, prior to finalizing your order.

### ***Handling of Potential or Confirmed Cases***

Should the rental convenor or the BMO Centre have any reason to believe that there may be a potential case of COVID-19 **or** suspected exposure to the virus among the participants, BMO Centre London will immediately:

- Suspend the remaining rental dates
- Advise the convenor for the reason of suspension
- Advise their participants to self-isolate for 14 days & to take the COVID-19 self-assessment online
- Report to the Middlesex London Health Unit, providing the names and contact information of all persons involved in the rental, as well as staff present during the same time period