



MARGARET POWELL HOUSE & ACORN HOUSE

Stay Safe COVID Secure Charter

WE HAVE A PLAN! We understand your first priority before booking a meeting room is your health and well-being. At MK Community Foundation we are making this our priority too - This is our commitment to you. We will continue to monitor and act on advice from the UK government, Public Health England and the World Health Organisation regarding precautions on COVID-19 and adjust these standards accordingly. Be assured, as a minimum, this charter will be upheld in our Conference suite and across both of our CMK Buildings, Acorn House and Margaret Powell House.

CLEANING & HYGIENE: Our contracted cleaners use recommended cleaning products and antibacterial cleaners, recognised as effective for killing the Covid virus as part of our new cleaning protocols. We have increased the frequency of cleaning, paying close attention to high contact areas such as door handles, handrails and lift buttons. Hygiene stations with hand sanitisers have been placed around our buildings – on all floors, in lift lobbies, in reception and in our conference suite breakout areas for tenants, staff and visitors to use. We actively remind everyone to continually practice safe hygiene measures. For extra safety our staff wear face masks in common areas around the buildings.

MOVING AROUND THE BUILDING: We have created one-way flow systems clearly marked with floor stickers where possible. We have installed 2m signage across the venue to help you keep a safe distance from others. We will work with you to prevent congestion such as staggered arrival / departure times and catering breaks to make sure the breakout areas don't get too busy. We have revised our meeting room layout styles to accommodate social distancing.

MEETING ROOMS: Anything deemed non-essential in meeting rooms e.g. stationary has been removed, but can still be provided on request, subject to availability.

More space at no extra charge! Competitive rates and flexible rescheduling terms. If you need to move your meeting due to COVID-19, we will work with you to secure a new date with no financial penalty.

CATERING: The way we serve food has changed, but the great taste hasn't! Our contracted caterers are providing individual packaged lunches for our meeting room guests. We also have The Green Elephant Café located on the ground floor of Acorn House which is open to tenants and visitors and provides eat-in or takeaway service.

It doesn't stop there!

PROTECTIVE RECEPTION SCREENS: Perspex screens are present at reception

OUTDOOR SPACE: Backing onto the conference suite is the Fred Roche Gardens which offers an abundance of green space for an alternative breakout.

ACCREDITATION: We've attained Visit England's Good to Go accreditation

We look forward to safely welcoming you soon!

