



17 Oval Way

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Due to Government advice on Covid-19, we are not currently facilitating meetings/events at The Foundry, but clients can contact us to discuss bookings for later in the year.

What is coronavirus?

A coronavirus is a type of virus which is common across the world. Typical symptoms include fever and a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties.

Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Covid-19 is a new strain of coronavirus first identified in Wuhan City, China. On 30 January 2020, the World Health Organisation declared a public health emergency of international concern, and UK Chief Medical Officers have raised the risk to the public from low to moderate. However, the risk to individuals remains low.

Information, including the number of UK cases, is being updated daily on the [Government website](#). Please check regularly for changes.

Do I need to take any precautionary measures?

At this time of year, viral respiratory infections such as colds and influenza are very common in the community within the UK, and if your team and delegates develop viral symptoms they should manage these as they usually would.

The recommended steps people should take to protect themselves are the same as those to avoid flu and any other similar respiratory infections. You should maintain good hand, respiratory and personal hygiene, and:

- wash your hands often with warm water and soap
- use tissues to trap germs when you cough or sneeze
- bin used tissues as quickly as possible

We have asked centre, property and regional managers to ensure that posters are placed in each building, and to ensure that supplies of soap are regularly checked and replenished.

Information / Posters

We want to make sure that all our staff, tenants and visitors receive the correct information, we will be displaying official information posters within our centres.

Social Justice and Human Rights Centre Limited: Company No. 07630171

Registered Office: The Old Music Hall, 106-108 Cowley Road, Oxford, Oxfordshire OX4 1JE



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I have delegates attending from areas affected by coronavirus, do I need to do anything?

The Government has issued health guidance for a number of areas affected by coronavirus. These are:

Advice for those returning from these areas varies, and you should check the latest details on the [Government website](#).

What happens if you or one of your team has been to one of the affected areas

We ask that that individual does not visit the centre, and follows the guidelines issued on the [Government website](#)

I or one of my team has been asked by the NHS to be tested – what do I need to do? / I or one of my team has been told to self-isolate by the NHS – what do I need to do?

In both of these situations we ask that the individual does not visit the conference centre, and follows the guidelines issued on the [Government website](#) and if that individual has visited the building that the centre manager is contacted immediately, all calls will be treated in the strictest confidence and only vital information will be shared, we will then set in place the most relevant plan of action.

I or one of my team has been diagnosed with the Coronavirus – what do I need to do?

We ask that that individual does not visit the conference centre, and follows the guidelines issued on the [Government website](#)

What can I do to help?

Please ensure that you have a list of all delegates attending with their contact details and that a copy of this is shared with The Conference Sales Co-ordinator.



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Please make sure you have the Conference Sales Co-ordinators contact details to hand.

Please make sure that your organisation's contact details are up-to-date and provided to the Conference Sales Co-ordinator.

Remember to follow guidelines on the [Government website](#)