



JESUS COLLEGE CAMBRIDGE



Safe events, post Covid-19

Our experienced conference and catering team have been reviewing and updating our customer journey and safety protocols, to minimise risk so that when the time is right, we can welcome back clients.

We provide flexible conference spaces with high tech AV facilities as well as outdoor spaces that can be easily adapted to allow for appropriate social distancing.

We have successfully applied for the VisitBritain Good To Go scheme which demonstrates that we are adhering to the hospitality industry Government and public health guidance, have carried out our Covid-19 risk assessment and implemented safety measures.



Hygiene & cleanliness

- Increased cleaning frequency and new accommodation cleaning protocols in place
- Sanitising stations at entry and exit points and outside meeting rooms
- Extra cleaning and disinfection of all equipment and touchpoints

What we are doing to minimise risk

We have increased the cleaning frequency of all our public areas and meeting spaces, with particular attention paid to high traffic areas and food service points.

We have installed hand sanitiser stations at all entry and exit points to the building and have also made these available outside each meeting room.

We have a new accommodation cleaning protocols in place removing unnecessary items from bedrooms and servicing only when necessary.

Our staff have received new hygiene and cleanliness training and additional cleaning checks will be completed by management.



Safe meeting rooms

- **Reduced room capacities to ensure social distancing governmental guidelines are followed**
- **Flow signage introduced**
- **Cleaning and sanitising to take place after each use**

Space and social distancing

Our meeting room layouts and capacities have been revised to meet client's objectives whilst observing social distancing guidelines.

Our staff are trained to engage with delegates to ensure everyone follows the latest safety and social distancing governmental guidance.

Clear signage outlining our in-house measures and expectations from visitors in terms of safety, hygiene awareness and social distancing are now in place. We have also introduced flow signage creating a one-way system in and out of meeting rooms, where possible.

Extensive cleaning of meeting rooms will be carried out before and after each use focusing especially on door handles, light switches and surfaces.

Revised meeting room capacities

Meeting Room / Layout	Theatre style	Cabaret	Boardroom	U shape	Private dining
Frankopan Lecture Hall	50	20	20	20	-
Bawden room	20	10	10	12	-
Brewery room	15	12	10	12	-
Conference room	-	-	10	-	-
Bain room	-	-	8	-	-
West Court Dining Room	-	-	-	-	16
Webb Library	25	15	15	15	-
Coleridge room	20	-	10	12	-
Prioress's room	15	-	10	12	12
Alcock room	-	-	6	-	6
Cranmer room	-	-	6	-	6
Forum Hall *from Sept	-	-	-	-	52 inc HT
Forum Upper Hall *from September	24	-	16	20	24

* on average these rooms are set at 1/3rd of the normal capacity



Contact free catering

- High standards of service and quality of food
- Allocated meal times for each conference to avoid queues
- Well spaced seating areas
- Cashless payment across outlets

Our food and service

We have introduced new buffet style lunch safety measures including screen guards, single use gloves and masks worn by the food service team and grab and go take away food will also be available.

For breaks contact free catering will be delivered to your meeting room, with all items individually sealed with disposable cups and cutlery. We will also offer the option to switch from self-serve refreshments to refreshments served by our team, where appropriate.

Breakfast will be available as a continental option delivered to your bedroom or as a take away from our collection point.



Our customer journey

- **New event pack detailing hygiene and safety measures**
- **Revised client journey**
- **High standard of customer service delivered by fully trained staff**
- **Designated event manager**

Customer journey

We are offering the same high standards of service and quality of food but have adapted our procedures to minimise risk to your delegates and our staff.

We have reviewed our customer journey to accommodate clients' concerns and flexibility requirements.

A designated event manager will be with you from the time of your enquiry to your event day and will be on-hand to address any concerns and provide guidance to ensure you and delegates receive the very best service.

A new event planner pack will be sent prior to our event taking place including advice for delegates detailing new hygiene and safety measure.



Our AV facilities

- **Recording, editing and post production service**
- **State of the art AV inc wide angle webcams and high speed wi-fi**
- **Virtual conference platform**
- **Resident AV technician**

Using technology to support events

The state-of-the-art AV equipment at Jesus College allows for conferences and meetings to be recorded for live streaming or download. We can help you set up and record virtual meetings for between 10 and 100 delegates to participate in via Zoom, so you can be confident in hosting international conferences from the boardroom chair.

For bespoke requests we are also working with Venue Audio Visual to provide clients with a virtual conference platform, recording the conference, offering e posters and delegate chat rooms.

Our resident AV technician will work with you to ensure you get the most out of our technology.



Our Green Policies

- **All our disposable items are compostable**
- **Removal of unnecessary single use items from bedrooms**
- **Work with you to reduce excess food waste**

Encouraging sustainability in challenging times

The Colleges sustainability vision is: “To be recognised globally as a leading academic institution where sustainability is intrinsic through engagement, collaboration and innovation.

Where it is now necessary to use disposable items, these will be compostable. We provide clear signage to advise people how and where to dispose of waste. We have removed unnecessary single use items from our bedrooms.

We are committed to working with you to ensure the final details of the event and catering numbers are as accurate possible to avoid excess food waste.