

## ABI visitor guidance

From September 2021, the ABI will **return to hosting in-person meetings and events at our offices at One America Square (OAS)**. For attendees who are unable to join in-person, there will remain the option to join remotely through our newly installed hybrid video technology.

The following information summarises:

- How to let us know if you are attending our offices.
- What to expect and the measures we have put in place to make your visit to our offices as safe and enjoyable as possible.
- What to do if you test positive for Covid-19 after visiting our offices and what will happen if somebody else in the office at the same time as you tests positive.
- How our hybrid meeting technology works.

### Key points

- **Please make sure we know in advance that you are attending our offices.** If you are attending for a meeting or event, we will include in the invitation details of who to contact. If unsure, please contact our [Directorate Support team](#).
- **Please do not attend our offices if you are experiencing any symptoms associated with Covid-19 or if you are required to self-isolate**, even if you have recently taken a rapid lateral flow test and the result is negative.
- **If you test positive for Covid-19 within 48 hours of attending our offices**, please notify us by way of the process outlined below.

### Registering your attendance at our offices

**It is important that we know in advance if you are attending our offices.** You can do this in the following ways:

- For ABI **Committee or Working Group meetings**, our Directorate Support team will email representatives in advance to ask if you will be attending our offices for the meeting. Please respond to these emails before you attend our offices.
- For all **other ABI meetings**, please let the ABI organiser know if you plan to attend our offices.
- For ABI members who wish to use our **Member Lounge**, please contact [Business Services](#) in advance of your visit.
- For **ABI events**, you will be asked to select whether you are attending in-person or joining remotely when you register for the event. Further guidance about attending ABI events will be sent following registration, which includes the need to present a covid pass.

If you are attending our offices and you are unsure who to notify, please contact our [Directorate Support team](#).

### Covid-19 safety measures at our offices

When you arrive at our offices, you should report to the ground floor reception as usual. You will be directed to our 8<sup>th</sup> floor reception where you will be greeted by a member of the ABI team.

We have carried out a thorough risk assessment and have a number of measures in place for your safety and the safety of our staff:

- **Please use the temperature checker in our 8<sup>th</sup> floor reception** when you arrive. If the result is green, you may proceed. If the result is red, please don't proceed any further and you may wish to take a rapid lateral flow test when you return home.
- There are **hand sanitiser stations** throughout our offices and handwashing facilities in the toilets, in the ground floor reception area and on our 8<sup>th</sup> and 9<sup>th</sup> floors.
- **You may also wish to wear a face covering** in areas that may be congested at times, but this is not required.
- While 2m social distancing is no longer required, **we encourage you to socially distance where possible and to be mindful of others' personal space when interacting**. For example, a significant portion of people are likely not to welcome hand-shaking and may be happier speaking and sitting at a distance where circumstances allow.
- The **building is cleaned regularly and there is frequent cleaning of high contact areas** such as doors, door release buttons and lift buttons.
- The building is **ventilated by way of a system and is set to supply only (100%) fresh air to our offices and the communal areas and does not recirculate**.

#### If you test positive for Covid-19 within 48 hours of attending our offices

Please let us know **immediately** by contacting [ABICOVID-19Notification@abi.org.uk](mailto:ABICOVID-19Notification@abi.org.uk) and include details of anybody with whom you came into [close contact](#) or provide a contact number so we may discuss this with you. A 'contact' for these purposes is defined by the Government guidance as the following:

- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:
  - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
  - been within one metre for one minute or longer without face-to-face contact
  - Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day).

We may be required to inform the local authority public health team if you test positive for Covid-19 after attending our offices.

If you are identified as a close contact or were in the same part(s) of our office as someone who tested positive, we will contact you as soon as we are able.

#### If someone else in the office at the same time as you tests positive for covid-19

If you are identified as a close contact of, or in the same parts of the office as, somebody who tested positive for Covid-19 within 48 hours of attending our offices, **we will notify you of this fact as soon as we are able** for your awareness and to enable you to follow any applicable Government guidance.

### Participating in meetings

We have introduced **hybrid meeting video technology** for those unable to join meetings in-person. We intend to make meetings as inclusive as possible so that they are just as valuable for those attending remotely as they are for those attending in person.

Visitors to the ABI offices should be aware of the following:

- We will continue to use **Microsoft Teams** as our default videoconferencing software.
- If you are attending a meeting in-person, please **do not join the meeting through Teams** using your own device as this causes sound interference.
- For ABI member group meetings, we will no longer be displaying the meeting materials on the screen (in order to enable it to be used for Teams) so please make arrangements to **bring any meeting materials with you whether on your own device or in hard copy**.
- Whether attending in-person or remotely, we will encourage you to **state your name and company/organisation before you speak** for the first time at ABI meetings.
- Using **Teams functions**, such as chat and hand raising, will be different for those attending meetings in-person and remotely at the ABI. If you are attending in-person, you will be able to see on the room screen when an attendee joining remotely has raised their hand or is sharing their screen. However, you will not be able to use these functions yourself and instead will need to use social cues. Meeting Chairs will endeavour to ensure that all those who wish to speak have the opportunity to do so. Teams chat does not work well in this hybrid meeting format as only those joining remotely and the in-room facilitator can see any chat.
- Please **avoid side conversations** with others in the meeting room wherever possible, as these can cause interference so that people joining remotely cannot hear the main conversation.