



COVID19 MEMBER GUIDELINES

As at 16th October 2020

Dear Member

We do appreciate that you may have read these before but we feel it is important to keep you updated on what the recent Government announcements mean to your use of the club. Hopefully these guidelines answer the many questions and queries we receive on a daily basis here in the club.

Updated changes/additions are now highlighted in green.

Westminster City Council are now actively checking on businesses to ensure the guidelines/laws are being followed, so please do help us keep your club open.

We hope you find these helpful and look forward to seeing you.

Chief Executive & General Manager

Prior To Arrival

- Please book your accommodation in advance.
- As London enters COVID Tier 2/Alert Level High the team can only take bedroom reservations for people who live in one household or who are in a Support Bubble (1 single person joining one other household up to a maximum of 6 people.)
- We can take specific bedroom requests but as some floors will not be in use to begin with due to social distancing measures including smaller teams working on site, we may not be able to grant your request.
No emergency rooms will be available.
- Based on recent requests please be advised that the club cannot be used for the 14 day Quarantine period upon entering the UK.
- Please make your Restaurant reservation in advance of arrival. Due to social distancing measures we cannot guarantee that we can accommodate walks-ins as tables will need to be spread out around the Restaurant, Bar and Terrace in line with government guidelines.
- As London enters COVID Tier 2/Alert Level High, the team can only take reservations for people who live in one household or who are in a Support Bubble (1 single person joining one other household up to a maximum of 6 people, The Rule of 6)
The Restaurant team may check who you will be dining with and may need to decline or offer an alternative plan for your reservation.
- Ensure you have a face mask for travelling as it is now compulsory and for use in public areas of Whitehall Court and the club. Rest assured it does make you feel more confident.

Arriving & Leaving the Club

- Please enter and exit the club via Door 3.
This entrance has been beautifully renovated and is ready to welcome you back. The Whitehall Court Porters will take your temperature on arrival which is at the request of the owner of the building and you will unfortunately be denied access if you have a temperature. This may be subject to change based on increasing footfall in the building.

- If you have downloaded the NHS Covid19 app, please scan the QR code that you will see on entry to the club.
- Face Masks – please use these in the public areas of Whitehall Court and in the public areas of the club. You are not required to use them whilst you are eating or drinking in the Restaurant, Bar, Lounge, function rooms or on the Terrace.
Whitehall Court ask that when entering the lifts which are quite small, that only one person or one household enters at a time or you wear your face mask.

Bringing Guests To The Club

- As London enters COVID Tier 2/Alert Level High, members can only bring members of their own household or members of their Support Bubble (1 single person joining one other household up to a maximum of 6 people, The Rule of 6) to the club.
- Please do bring your guests to the club but please they must sign the Visitors Sheet at Reception, stating who they were visiting the club with. This is vital for us to be able to track and trace who was in the club and when, in the event of a case of COVID19. This is not only to protect you but the club team and details will be kept for 21 days only.
- In addition, if you have downloaded the NHS Covid19 app, please scan the QR code that you will see on entry to the club.
- As always please ensure your guests are aware of the normal club rules and these extra guidelines for the safety of everyone using the club.

Housekeeping of Bedrooms

- Not all bedrooms will be available based on social distancing and the smaller number of team members that will be on duty as a result. Therefore, we will do our best to allocate your specific bedroom requests but unfortunately and as always, we can't guarantee them.
- The Housekeeping team will be wearing a new set of PPE for every bedroom they clean.
- The cleaning of bedrooms will include sanitising and using UV sterilisers.

Checking In & Out / Luggage Room

- Please check in and out at Reception as normal. There is now a Perspex screen at Reception but it doesn't stop the friendly chat!

- For the time being we are unable to accept cash payments, please make your payments by card.
- The luggage room is unfortunately out of use I'm afraid due to potential infection transmission. Please do take this into consideration when planning your arrival and departure, as we are unable to store luggage either in the luggage room or elsewhere in the club.

Public Areas

- You will see a member of the Housekeeping team and other team members cleaning and sanitising during the day in the public areas. This is to ensure that as many members as possible can come back to enjoy the club and feel confident in doing so.
- Members of the team will be on hand to welcome you back and answer any questions you may have.
- For the time being we will not be putting out any newspapers or magazines in the Shaw Room. Please do remember to bring your reading material with you. Thank you.

Breakfast

- As London enters COVID Tier 2/Alert Level High the team can only take reservations for people who live in one household or who are in a Support Bubble (1 single person joining one other household up to a maximum of 6 people.)
- Please be advised that due to social distancing measures we will seat you as soon as we can but the number of people we are able to accommodate at one time will be lower than normal.
- Please also be reminded that you can only take breakfast with members of your own household or who you are in a Support Bubble with. (1 single person joining one other household up to a maximum of 6 people.)
- So, the team may ask you to come back at a certain time or take a seat in the lounge.
- Please make your Restaurant reservation in advance of arrival. Due to social distancing measures we cannot guarantee that we can accommodate walks-ins as tables will need to be spread out around the Restaurant, Bar and Terrace in line with government guidelines.

- Continental Breakfast is served on a neat wooden tray to the table and Cooked Breakfasts are also available. The team will seat you in either the Restaurant, The Bar or on the Terrace. The team do have to limit the number of times they come to your table but at the same time will provide great service.

All Day Dining

- Please make your Restaurant reservation in advance of arrival. Due to social distancing measures we cannot guarantee that we can accommodate any walks-ins as tables will need to be spread out around the Restaurant, Bar and Terrace in line with government guidelines.
- As London enters COVID Tier 2/Alert Level High, the team can only take reservations for people who live in one household or who are in a support bubble (1 single person joining one other household up to a maximum of 6 people, the Rule of 6)
- We will do our best to accommodate requests for particular times and tables but unfortunately we can't guarantee them based on social distancing measures. Alternatives will be provided where necessary.
- When you arrive you will be shown to your table and any pre-lunch or dinner drinks will be ordered at that point and delivered to you.
- Chef has created a delicious "All Day Dining" menu that can be eaten in The Restaurant, The Terrace and in the Bar and Lounge. The team will be planning seating arrangements on a day to day basis so that we can abide by social distancing measures and ensure as many members can eat in the club as possible.
- The menu will be served on an "All-Day Dining" basis, meaning you can order from it at any point from 12.30pm with last food orders being taken at 7.30pm.
If you wish to have a meal served at a leisurely pace, please do take this into consideration when choosing your time to dine. Thank you.
- On a Saturday there will be an All Day Dining Bar Menu to choose from.
- The public areas of the club will close at 10pm as all areas are licensed, therefore the team on duty will ask you to leave the Restaurant, Bar, Lounge, Shaw Room, Terrace and function rooms by 9.45pm.

No drinking up time has been allowed for in this new law, so if you are staying you can take your final drink to your bedroom, if you are not staying then unfortunately we will be asking you to leave the building.

- For the time being we are unable to accept cash payments, please make your payments by card.

The Bar

- On arrival we will be asking you to take a seat in the Bar, Lounge or on The Terrace. Your order will then be taken and your drinks will be delivered to you.
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Conference & Banqueting Rooms

Private Family Functions;

- Bookings can be made for function rooms if families live in one household or who are in a support bubble (1 single person joining one other household up to a maximum of 6 people, the Rule of 6)

Work/Business and/or Education and/or Training Functions;

- Functions for Work, Business or training purposes can take place and the only limit on the number of people allowed, is the size of our function rooms and the social distancing measures we have to carry out.

Private social functions that do not follow the guidelines above cannot take place.

- If you have an enquiry please contact Liza, our Conference & Banqueting Sales Manager who will be able to assist you and advise how best we can operate your function with the current guidelines.
- The All Day Dining menu will also be available in our conference and banqueting rooms enabling you to have a lunch, dinner or a sandwich lunch with your meeting.
- The team will provide the same friendly service as always but with social distancing measures and government guidelines in place.
- The team will ask you in advance for a guest list for your function. This is vital for us to be able to track and trace who was in the club and when, in the event of a case of COVID19.
- Anyone arriving who is not on the list, may be turned away.
- The public areas of the club will close at 10pm as all areas are licensed, therefore the team on duty will ask you to leave the Restaurant, Bar, Lounge, Shaw Room, Terrace and function rooms by 9.45pm.
No drinking up time has been allowed for in this new law, so if you are staying you can take your final drink to your bedroom, if you are not staying then unfortunately we will be asking you to leave the building.

The Business Suite

- The Business Suite will be available to use for a maximum of 3 people at a time, sitting 1m apart.

Please contact us if you have any queries or questions.

Thank you