Thank you for booking your place at a University of Reading event

We have taken important steps to ensure we are doing all we can to keep you and others safe during your time with us at the University of Reading. Things are beginning to return to normal so please keep maintaining safe practices and be assured that we are still dedicated to delivering events to the highest standard. Here’s what you need to know before your visit:

**General campus safety for events:**
- Keep an eye on updates. It is possible that events could be cancelled or modified at short notice. Look out for messages from your event organiser and get in touch with them if you have any queries.
- On your visit, clear signage will be visible throughout buildings, showing fire exits, evacuation routes and in some locations, where to enter and exit areas. Please take note of these directions especially our signposted one-way systems.
  NB. In the event of an emergency evacuation, one-way systems can be disregarded. Disabled visitors, colleagues or students and those with mobility challenges can also disregard one-way systems to ensure access as required.
- Please remember that we only take card payments on campus. This helps to limit contact further.
- Continue to follow UK Government safety guidance and University of Reading safety policies, including those related to COVID-19 safeguarding and restrictions.

**COVID-19 campus safety for events:**
- Should you start to show symptoms of COVID-19, have tested positive from any type of COVID-19 test, or have been asked to self-isolate because of close contact with someone who has tested positive for COVID-19, you should not attend the event as planned.
- **It is encouraged to wear face coverings at University of Reading events unless you are exempt.**
- Antibacterial hand gel and sanitising stations are available across our campus, but please come prepared with clean tissues for sneezes and coughs. These should be disposed of responsibly and hands should be washed immediately, therefore please make use of our facilities.
- Some event organisers will be prepared with PPE and protective screens where necessary and appropriate. Please respect these protocols throughout your visit.
- The government encourages the use of building QR codes. Event attendees will be invited to use these to check-in onsite, although this will not be a mandatory expectation for event attendees.

We look forward to welcoming you to campus soon. Thank you for your support and help in keeping our community safe.

Kind regards,

Event organiser | University of Reading