



Reopening of 116 Pall Mall

The IoD are committed to ensuring that all our premises provide a safe venue for our members to use. We have provided an outline of the plan at 116 Pall Mall below:

All premises to be fully compliant with current government guidelines, the IoD have comprehensive Risk Assessments that will be available at Reception, and on IoD.com

Social Distancing measures and markings will be clear, with signage throughout the building

Initial opening hours 8am – 6pm

Cashless transactions

Our large open plan meeting rooms are well suited to socially distanced usage



Access

Access will be via 116 Pall Mall

Members will not be expected to wear face masks (unless govt advice changes)

Initially, the cloakroom will remain closed and members asked to keep coats and bags with them

Lifts will be single use only, with priority to disabled users

Hand sanitizer pods will be positioned at entrances, with additional sanitizers available around the members areas

We have taken the decision not to impose temperature checks on our members, and trust our members to decide if you are not well enough to visit. See list of symptoms at the end of this notice



Members Lounges

Tables in lounges will initially be available for solo working only on the small tables, x 2 on larger tables, until guidelines change.

Tables in lounges will be available on a pre-booked basis to allow for number management, and contact tracing.

Tables available for am / pm slots to manage usage demand

A limited food and drinks menu will be available as table service - we are encouraging members to purchase food and drinks to help support the reopening

Members requiring a meeting can book Business Centre rooms

Removal of shared items including newspapers and magazines



Restaurant & Lower Ground floor

Initially the Restaurant at 116 will remain closed

The Lower Ground floor including Café Duke and Wine Bar will remain closed as above

General

Enhanced cleaning program across the building

Toilets will be cubicles only

Food and Drink: We are asking for your support with purchasing F&B from Benugo to enable us to open the building with a catering service, covering the increased costs associated with providing these services. We will have deals to encourage uptake by our members.

Covid - 19 Symptoms & Self Isolation

High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If your symptoms are mild you must not leave your home.
This is called self-isolation.

Anyone with symptoms must self-isolate for 7 days from when their symptoms started

Anyone you live with (or anyone in your support bubble) who does not have symptoms must self-isolate for 14 days from when the first person started having symptoms