

Re-opening plan for the City of London Club

Overview of times and facilities

- Initially the club will be open from 7.00am until 7.00pm.
- Breakfast will be served from 7.30 am in the **Salisbury**, the menus are detailed in the second document.
- Take away lunch including sandwiches, soup and pasta dishes will be prepared and served or collected from the Salisbury from 10.30am until 2.15pm. This service is available to both members and their guests including office colleagues. Members do not have to be present for their colleagues to take advantage of this offering.
- The **Members' Bar** will be open for service from 11.00am until 5.00pm.
- The **Main Dining Room** will serve lunch from 12.30pm until 2.15pm with a reduced capacity to meet social distancing requirements.
- **Fountain Court** will be open for lunch service from 12.30pm until 2.15pm with booking essential to guarantee a table. After lunch service has finished, Fountain Court will remain open serving drinks until 7.00pm.
- **Ayala Champagne** has been heavily discounted to £30 per bottle, until 7.00pm for the month of July.
- Half of the **Drawing Room** has been remodelled to include some individual and distanced desks for members to use during the day with Wi-Fi and printer available. This room can also be used to eat sandwiches purchased in the Salisbury.
- The second half of the **Drawing Room** will remain as a meeting room to be rented by Members and corporate clients. The large table will allow for social distanced meetings to take place of up to 20 people. These can also be catered for.
- No cash will be taken in any area of the Club.
- The **Robert Peel** will be bookable to Members and corporate clients for meetings with a socially distanced capacity of 6-8 people.
- The **Business Suite** with 2 computers and printer is available all day to Members.

Additional services

- Chef Matthews has prepared exceptional value collection bags of butcher's meats, barbecue selections and a cheese board. There are also dine in 2 and 3 course pre-prepared meals available for collection. These should be ordered via orders@cityoflondonclub.com or 0207 588 7991 by 3.00pm the day before collection.
- A delivery service for all take away items will be operating 11.00am – 2.00pm for Members and colleagues based within ½ mile of the club. Orders need to be placed by 10.00am.

PPE and Covid-19 prevention measures

- All staff will have a temperature check before starting their shift and anyone who has a temperature over 37.8°C will be sent home and quarantined in accordance with the government guidance.
- Members will also have their temperature taken on arrival in the club. Anyone showing a temperature of more than 37.8°C will be asked to leave.
- The club has installed perspex screens in high traffic areas, these include the Front Desk, the Members' Bar and the Salisbury.
- All staff dealing with Food and Beverage, whether preparing or serving, will be wearing gloves and masks or visors and be conforming to strict hygiene regulations.

- Hand sanitising stations will be located around the building and each member of staff will carry their own personal bottle.
- Signage will be displayed throughout work areas to remind employees of social distancing and personal hygiene practices, such as hand washing.
- The menus in the dining room will be printed daily and be single use.
- The napkins in the dining areas will also be disposable.
- Coffee will now be served at the table in the main dining room or as part of the takeaway service in the Salisbury.
- All communal areas will be regularly disinfected, including all door handles.
- All transactions will be cashless with payment at the dining table by House Account or Credit Card.

Reception

- All members entering the Club should report to reception and register as entering the building and also submit to a body temperature check by the porter on duty.
- Members will be responsible for providing the details of their guests in the event of needing to track and trace. This could be done by putting a business card in the ice bucket by the Front Desk. At the end of each month one card will be picked to win a complimentary bottle of Ayala Champagne.
- Members are asked to pre book lunch whenever possible to allow the kitchen to best cater for each service, both with food items and staffing requirements. Bookings can be made via the main club line 0207 588 7991, email, reception@cityoflondonclub.com or in person at the Front Desk.
- The Porters will continue to look after members valuables within the Porters Lodge with a ticket system. The tickets will be sanitised after every use.
- A 'one way' system is in operation around the Front Hall, through the cloakroom and up the stairs to the Drawing Room.
- Guests of Members should announce themselves to the Porter and submit their temperature and wait for their host in the Members Bar if space allows or at the table in the Main Dining Room or Fountain Court.

Members Bar

- Drinks will can be ordered at the bar as usual but must be consumed at one of the tables. The bar stools have been removed. If all of the available seats in the bar are taken, Members and their guests will be shown to their table and offered pre-lunch drinks at the table.
- All tables will be disinfected after each use by the bar staff.
- Large sharing bowls of snacks will no longer be available, instead individual bowls will be used.
- Self-service coffee will no longer available in the bar after lunch. Coffee should be ordered for consumption in the dining room.
- After lunch drinks will also be served at the table in the dining room.
- Cashless transactions are encouraged where possible with House Account settlements the preferred option.

The Salisbury

- Breakfast service will be à la carte as before lockdown and available to Members, guests and office colleagues. Any colleagues using the club facilities will need to report to reception to record their name and phone number and will be required to settle their own bill before leaving the club.
- Takeaway breakfast and lunch is now available from the Salisbury.
- Members and colleagues can either place their order at the counter and sandwiches can be freshly made whilst waiting or orders can be placed at orders@cityoflondonclub.com
- A chef will operate behind the bar taking orders and producing sandwiches, pasta dishes and soup either to take away or to be consumed within the club.
- The Salisbury furniture has been arranged to meet the social distancing requirements and will be disinfected after each use.

The Main Dining Room

- So that we can adequately staff the building and take advantage of the furlough scheme all Members are encouraged to book in advance where possible. This will also allow best use of the various table configurations.
- As in the Front Hall the dining room now has a one way system with separate entrance and exit.
- Members will be seated by the Restaurant Manager and issued with single use menus.
- The size of the menu has been reduced but will be monitored and changed if necessary.
- All food and drink orders will be taken at the table by a waiter.
- Dishes will be served plated and there will no longer be shared side dishes.
- In a change from tradition, coffee will now only be served at the table or in Fountain Court if seating is available.
- After lunch drinks will also be served at the table.
- Members are asked to settle the lunch account with the waiter at the table before leaving the dining room. This can either be with House Account or Debit or Credit Card as no cash will be taken.

Fountain Court

- For the next 3 months the Club has been granted the use of Fountain court as a dining and drinking area. There will be 10 tables available and pre booking is essential as demand will be high taking advantage of our glorious summer.
- To celebrate our reopening the Club will be offering Ayala Champagne at the heavily discounted price of £30 per bottle throughout July.
- Every Thursday there will be a BBQ cooked and served in Fountain Court (weather permitting)
- Fountain Court tables can be accessed through the Main Dining room but only when the weather allows. The menu will be the same as in the main dining room.
- After lunch service Fountain Court will be available for those Members wishing to have a drink with a guest until 7.00pm. This will be the ideal location to wind down after a day at the office and the perfect place to wait for rush hour to end, avoiding the busy train's home.

Drawing Room

- The right hand side of the drawing room is once again available for Members and corporate clients to hire. Meetings can accommodate up to 20 people on a socially distanced table. Different formats are available if require. Please contact events@cityoflondonclub.com for full details.
- Individual water bottles will be available and tea and coffee breaks will be served by a member of staff to avoid the risk of self-service cross contamination.
- Each meeting will have a dedicated hand sanitising station within the room.
- Business lunch buffets can be offered for meetings but only with service from a member of staff to avoid contamination.
- All equipment, linen and meeting amenities will be cleaned, disinfected, and replaced between every event.
- When the room is not in use for private hire, Members will be able to use the space as a seating area to entertain guests or to work privately.
- The smaller section of the drawing room has been repurposed as a quiet area for Members to work in self-contained 'pods'. Each area will have a desk and chair and power source to plug a laptop or mobile device. The pods will be screened to allow privacy when working and also to maintain social distancing.
- Via internal telephone, Members will be able to order drinks or a sandwich lunch from the Salisbury.
- Considerate use of mobile telephones will be permitted.

Robert Peel Room and Business Suite

- The Robert Peel is available to hire for groups of 6 with refreshments available from the Salisbury.
- The Business suite has 3 computers available to Members as well as a printer so have now been screened off from each other.
- These areas will be continually sanitised especially after each user.

General Procedures

- The Dress code until further notice has been relaxed. A jacket but no tie will be required in the Member's Dining Room. The Salisbury, Fountain Court, Drawing Room and Business area has a no denim or sportswear policy.
- The frequency of cleaning and disinfecting of all public spaces will increase. There will be emphasis on high-traffic areas and key touch points, such as the front desk, stair handrails, meeting rooms, loos, door handles, bins, restaurant entrances, dining surfaces and seating areas
- Due to the quantity of furniture within the Club it has not been possible to remove it all and therefore to ensure social distancing can be complied with some chairs will be labelled as 'out of use' and Members are respectfully asked to take note of signage.

All of these measures are fluid and subject to change without notice in line with Government guidance and practicality.