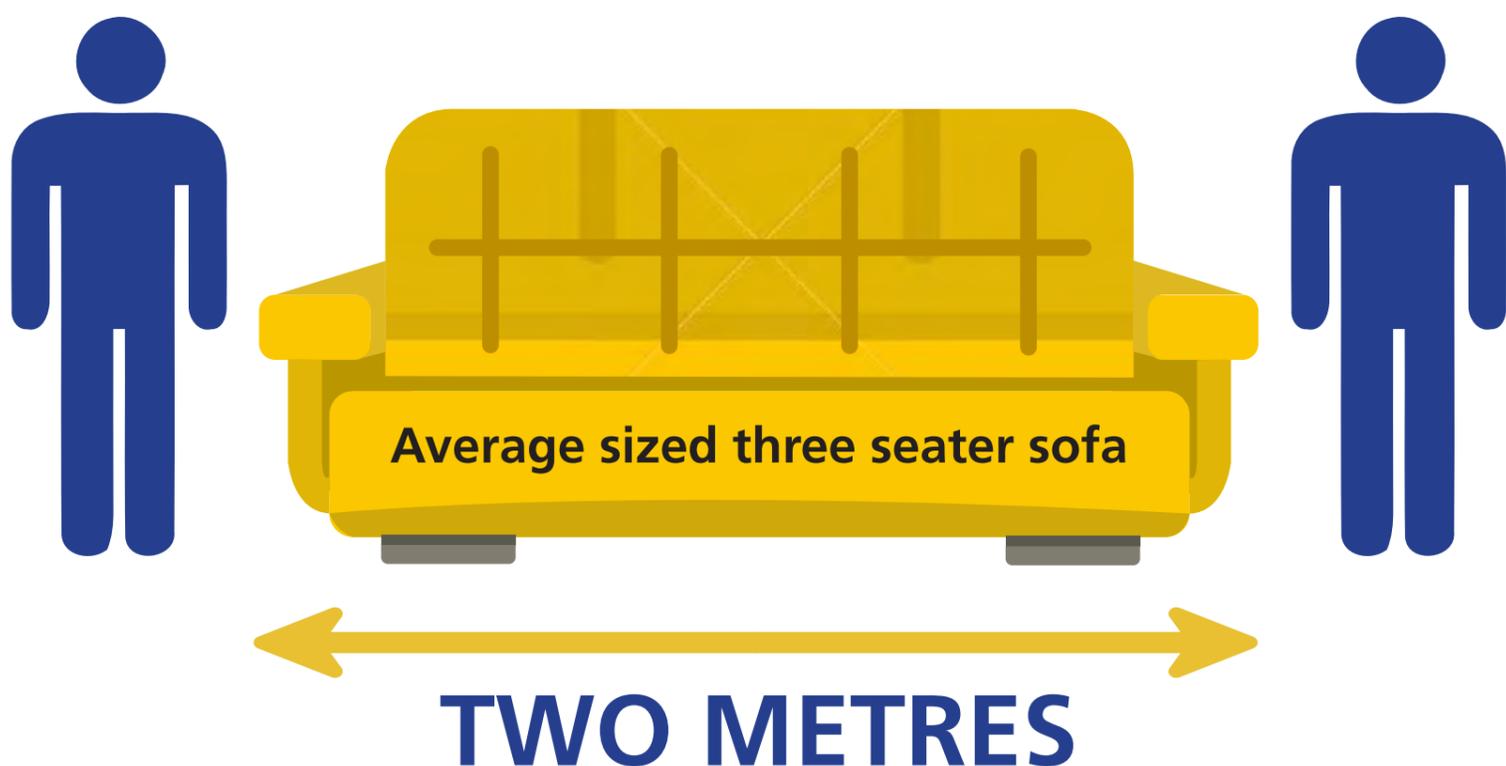


# MEETING ROOM ETIQUETTE

- Instead of using this meeting room to meet colleagues in person, have a video/telephone call using Trust approved technology (Vidyo) instead
- If you must have a face-to-face meeting, ensure you are able to be socially distanced (at least two metres apart) in the meeting space at all times
- Wipe down equipment and desk/table space **before** and **after** you use it
- Do not remove IT equipment from this room
- Do not unplug or move leads connecting the PC desktop or phone line
- Do not leave any food, drinks, or packaging in this room; there is a general waste bin/kitchen nearby
- Please report any IT/phone equipment issues to IT Services (Ext. 2199)
- Please leave the room how you would like to find it – clean, tidy and functional



**ALWAYS PRACTISE GOOD HAND HYGIENE**