

Guidance note for hearings on 25th floor Citibank building during the Covid-19 pandemic

General

In accordance with government guidelines the Citibank Building and the General Pharmaceutical Council (GPhC) have measures in place to ensure the safety of staff and visitors.

Hand sanitiser will be provided upon entrance to the building and in all the rooms on the 25th Floor and should be used periodically once inside the office.

Access to Citi building

All visitors will be required to sign in at Citi's Reception on the ground floor and will be given a day pass. Face masks must be worn in the reception area.

Visitors are required to bring with them at least one form of valid proof of identification. The following will be accepted: passport, driving license and/or bank card.

Once you have signed in Citi will notify the GPhC and ask you to wait in a designated area until a member of staff comes to collect you. If you haven't already signed the declaration form sent to you beforehand, you will be required to do this. You will be escorted to the Hearings Centre on the 25th Floor. Temperature checks are taking place at reception.

GPhC passholders don't have to sign in at Citi and can go straight to the lift area.

Lifts to 25th floor

Only two people are permitted in each lift at a time. Please follow social distancing protocols by waiting for the lifts in the designated areas marked with footprints and adhere to the one-way system in place.

Arriving on the 25th floor

Face masks must be worn in the reception area.

All attendees will be asked to use hand sanitiser before signing in at the reception desk. A member of staff will greet you, check your temperature and take you to your designated area.

The 25th Floor operates on a one-way system as indicated by yellow arrows on the walls.

Room allocation

For the duration of the hearing all attendees will have either a private room or breakout area allocated. All rooms will be equipped with hand sanitiser and be subject to a capacity limited which will be indicated on the door.

- **Registrants and their representatives** will be provided with a private breakout room to use for the duration of the hearing. Only 2 people are allowed in each breakout room. If you are attending the hearing with more than 2 people you will be allocated to Hearing Room 4 (limited to 5 people). The breakout area is also available for use but has a limit of 4 people at a time.
- **Committees and Legal Advisers** will be provided with Hearing Room 1 for their private discussions (limited to 5 people)
- **Clinical Advisers** will be allocated a small breakout room.
- **Case presenters** will have access to either case presenter room 1 or 2 (limited to 2 people)
- **Witnesses** will be asked to wait in the witness break out area until they are called to give evidence. The breakout area is limited to 4 people
- **Observers** will be asked to wait in the Hearing area reception on the 25th floor.

Hearing room

At present only one hearing will take place per day and be held in Hearing Rooms 2 and 3 which are now joined up. Entry to Hearing Room 2 and 3 will be indicated.

The table and chairs in Hearing Room 2 and 3 are set up to adhere to social distancing guidelines.

Facilities on 25th floor

Toilets – these are located on the 25th floor outside of the Hearing area.

Water and tea and coffee facilities are available. Visitors will need to bring their own lunch, shops and supermarkets in Canary Wharf are open.

Symptoms

Anyone who has symptoms which may be Covid-19 related must not attend the hearing and must advise the Committee Secretary as soon as possible. If someone experiences symptoms at the hearing, they must inform the Committee Secretary and go home immediately. In addition, anyone who develops symptoms within two weeks of attending a hearing must also notify the Committee Secretary. They should also engage the government's track and trace guidance:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>