



## COVID SAFE POLICY

### GUESTS

August 2020

Due to Coronavirus/Covid 19, we have taken a number of measures to minimise risk to our guests.

St Columba's House welcomes guests from all over the country and international visitors. Group gatherings indoors make up the majority of the usage of St Columba's House and are a key risk area which the UK government has outlined. We will follow UK government guidance and there is therefore a risk for all bookings of cancellations due to changes in government policy even at very short notice.

We ask **guests** to follow the following risk reduction measures:

- Please do not come to St Columba's House if you (or anyone in your household) have any of the symptoms of Covid 19, no matter how mild. These include: fever, runny nose, persistent cough, loss of taste or smell.
- Guests' temperatures will be taken on arrival and any guest with an elevated temperature will be sent home immediately.
- Please wear a mask in any communal area, including in meeting rooms and chapels with other guests present.
- Please ensure ventilation in the room you are using
- Please use the hand sanitizer provided on arrival at the house and when entering meeting rooms and communal areas where sanitizer is provided
- Please use "blue roll" and sanitizer spray for handles of coffee pots, milk jugs, etc.
- Please do not enter any rooms you have not booked, if your group needs extra break out space please speak to front of house staff.
- Please observe social distancing with other guests and with our staff.
- Your name, address, email address and telephone number will be taken on your arrival to aid with contact tracing in the event of a guest or staff member testing positive for coronavirus. We will keep these details for 21 days from the end of your stay.

We have made the following changes to minimise the risk of virus transmission at St Columba's House:

- Reduced maximum group sizes to 16 people to enable social distancing at all times.
- Increased cleaning, including surfaces such as door handles, taps, etc. with anti-viral cleaning agents.
- Perspex screens and a socially distanced queueing system at our front desk.

- Staff temperatures to be taken at the beginning of each working day. Any staff with a temperature to be sent home to self isolate.
- Staff will wear masks when in communal areas of the house and catering and housekeeping staff will wear PPE for food preparation, food service and for cleaning. This will include disposable aprons, gloves and face masks.
- Our bookshop and Traidcraft stalls will be closed for the duration of restrictions due to Covid-19.
- Guests sign in will be non-contact as will distribution of room keys for residential groups.
- Our refectory layout will be different to usual in order to maximise social distancing at mealtimes. This will vary between groups due to group sizes and needs.
- Food service will minimise shared utensils and equipment.