

## PARCEVALL HALL

Type	Hazard	Who is at risk?	Controls
<b>Guest or staff member with symptoms or testing positive for Covid-19</b>	Cross-infection	Guests and staff	<ul style="list-style-type: none"> <li>- Check-in list of guests &amp; Staff rotas:</li> </ul> <p>Action to be taken outlined in <b>protocol document below.</b>  <b>All staff have a copy</b></p>
<b>Guest preparedness</b>	Unable to meet requirements, anxiety about visit, cross-infection	Guests and staff	<ul style="list-style-type: none"> <li>- Booking forms include Covid-19 awareness</li> <li>- group leaders required to prepare and share risk assessment for their visit</li> </ul>
<b>Public areas</b>	Cross-infection	Guests and staff	<ul style="list-style-type: none"> <li>• Regular disinfection of commonly touched surfaces</li> <li>• Open waste bins replaced with closed bins, emptied at regular intervals</li> <li>• Instructions to guests to wash hands frequently and to avoid touching surfaces wherever possible given verbally and via notices around the building</li> <li>• Staff instructions to wash hands frequently, before and after serving food, touching surfaces, cleaning and eating</li> </ul>

			<p>reinforced daily by management team</p> <ul style="list-style-type: none"> <li>• Windows to be open wherever possible to increase air circulation.</li> <li>• All non-fire doors propped open to reduce the need to touch handles and door surfaces</li> <li>• Hand sanitisers available at identified points around the Hall</li> </ul>
<b>Services</b>	Cross-infection	Guests and staff	<ul style="list-style-type: none"> <li>• Services overseen by Chaplain, and conducted in compliance with Church of England guidelines</li> </ul>
<b>Location: Kitchen Area including veg prep room</b>			
FOOD PREPARATION	Cross-Infection	Guests and staff	<ul style="list-style-type: none"> <li>• Frequent handwashing, taking particular care not to touch face. Hair covering to be worn at all times by cooks, catering manager.</li> </ul>
SERVING FOOD & DRINKS			<ul style="list-style-type: none"> <li>• Staff to wear facemasks at all times when customer-facing</li> <li>• Frequent handwashing before and after handling any item for or used by guests, before and</li> </ul>

			after serving meals, clearing tables, crockery and cutlery
Table service	Cross infection between guests, staff	Guests, staff	<ul style="list-style-type: none"> <li>• Guests to wear masks when being served</li> </ul>
<b>Day</b> guests - no masks	Cross-infection	Guests and staff	<ul style="list-style-type: none"> <li>• All guests asked to wear masks when moving around the Hall and in the presence of staff</li> </ul>
<b>Residential guest servicing</b>	Dangers of cross-infection		<ul style="list-style-type: none"> <li>• No staff to enter bedrooms when occupied by guest</li> <li>• Before cleaning of guest accommodation, rooms to be de-fogged</li> <li>• Windows to be opened on entering the bedrooms</li> <li>• Guests to strip beds and place linen and towels on the floor when vacating rooms</li> </ul>
<b>Shared downstairs toilet facility</b>			<ul style="list-style-type: none"> <li>• Free/engaged sign outside toilet area</li> <li>• Regular cleaning throughout the day</li> <li>• Liquid handwash and paper towels</li> <li>• Hand dryer out of use</li> </ul>

<p><b>Guests or staff experiencing symptoms of Covid-19 whilst at work</b></p>	<p>Cross-infection</p>	<p>Guests and staff</p>	<ul style="list-style-type: none"> <li>• Guests and staff advised to immediately tell the warden, deputy warden or another member of staff.</li> <li>• Staff member to go home if well enough, otherwise we will contact a health care professional. They are aware a test to be requested by them</li> <li>• Residential guests must self-isolate in their room. The guest should return home by private transport if well enough, but otherwise, we will contact a health care professional. Day guests should go home immediately by private transport if well enough, otherwise, as above, we will contact a health care professional.</li> </ul>
<p><b>Rapid lateral flow testing of all staff twice weekly at home</b></p>	<p>Cross-infection</p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>• Staff must follow instructions accompanying the test, inform the relevant authority and arrange a PCR Test. Advise warden and self-isolate for a <b>further</b> 10 days. If staff member has not been at work or seen a colleague socially in the previous 2 days, we can remain open as normal.</li> </ul>

			Otherwise, all staff to self-isolate for required period, affected bookings will be cancelled and any guests in the Hall will be asked to return home. See protocol below for detailed actions.
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Protocols:

**Protocol for a member of staff testing positive at home (subject to any additional guidance being issued for re-opening of residential hospitality on 17<sup>th</sup> May)**

*NB As tests will be carried out at home, members of staff have responsibility for giving information to the authorities on close contacts.*

The staff member will get a PCR test and be requested to give us the results (Noted there is no obligation for staff to do this)

- On confirmation of positive PCR Test, PH will notify PHE Yorkshire & Humber Health Protection Team and the County Council's Public Health Team.
- If there are 2 or more confirmed cases, Public Health England Protection Acute Response Centre will be notified and the County Council Public health Team will be contacted.

A note of the date of the positive test will be taken for our records and kept for 21 days.

The staff member will be under a legal obligation to isolate for the day of the test + 10 days.

- 1) If the staff member has not been at work or in contact socially (as defined by government guidance) with another member of staff for the preceding 2 days, no further action is required and we can continue with bookings as normal.

- 2) If the staff member has been at work or been in contact socially with another member of staff during either of the preceding 2 days, all staff will be asked to self-isolate for 10 days (if not symptomatic; if symptoms develop, it is 10 days from the start of symptoms) after the date of the positive result, regardless of whether or not they have a negative result during this period. Staff will be asked to carry out home lateral flow tests as usual during the 10 days, and the Hall will be closed. Any guests staying at the Hall at the time of the positive test will return home, and bookings covering the next 10 days (or longer, if bookings begin within the 10 day period and end beyond it) will be cancelled. Any payments received by PH for these bookings will be refunded, including deposits. (*see booking form terms and conditions*)

The Hall will re-open after the isolation period, as long as the number of staff which might subsequently test positive during the +10 days does not mean we are unable to maintain the required staffing levels.

All self-isolating staff will receive full pay.

#### **Protocol for a guest developing symptoms (subject to any additional guidance being issued)**

The guest will be asked to self-isolate in their room, and if well enough to travel, arrange for private transportation home. (See booking form T&Cs) Meals will be left on a tray outside their door and there will be no direct staff contact. The usual Covid precautions re: distancing, cleaning and PPE will be followed. Other guests will be advised and return home as the majority of accommodation uses shared bathroom facilities. All associated costs will be payable by the affected guest.

We understand we cannot ask a guest to take a test, or give us the results if they take one. The responsibility for self-isolation is with the individual concerned.

If the guest cannot return home (for example, if they do not have access to private transport) a healthcare professional and the local authority will be contacted. A member of staff will be on site at all times until the guest leaves. Costs of additional stay will be charged to the affected guest.

As staff contact with guests is controlled within the guidelines for safe practice, they will not need to self-isolate, and following cleaning in line with guidance, subsequent bookings can go ahead as normal.