



		<ul style="list-style-type: none"> <li>• Signage at each point</li> </ul>	<a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a>	Mike Daymond	On-going	
		<p><b><u>On Arrival</u></b> Guests to be asked to inform reception of arrival time to ensure no overlap of guests arriving at guest house</p>	Staff reminded to use hand sanitisation station on a regular basis	Mike Daymond	On-going	
		<p><b><u>Cleaning</u></b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area, bannisters using appropriate cleaning products and methods and sanitised regularly.</p> <p>Both internal &amp; external door bell to be sanitised regularly and after each use</p>	Guests communication to be sent out prior to arrival	Mike Daymond Joycelyn Young	On-going	
		<p><b><u>Social Distancing</u></b> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p>	Rigorous checks will be carried out by owners to ensure that the necessary procedures are being followed.	Mike Daymond Joycelyn Young	On-going	
			Use appropriate sanitiser and regular checks to be carried out			

		<p>Redesigning processes to ensure social distancing in place. Staff not permitted to enter guest rooms during their stay</p> <p><b><u>Breakfast service</u></b> Dining area will be closed during guests stay, breakfast service to be provided as a continental and delivered to guest rooms and left outside guests' room each morning up to 3<sup>rd</sup> August 2020</p> <p><b><u>Guest room keys</u></b> All room keys and parking fobs to be sanitised between guest check out and next guests' arrival</p> <p><b><u>Guest Rooms</u></b> TV remote controls to be sanitised between guest's departure and arrival</p> <p>Remove hairdryers from guest rooms</p> <p>Mattress protectors, duvets, pillows to be removed from room after check out</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Guests reminded of measures in place to adhere to social distancing</p> <p>Guests to be reminded there will be no daily housekeeping service available during stay, guests requiring top ups of Tea, Coffee, Towels etc will need to contact staff and these must be left outside guest rooms.</p> <p>Guests will be reminded of service changes, staff reminded not to enter rooms but to leave breakfast bags outside guest rooms</p> <p>Suitable sanitiser must be used</p> <p>Store in sealed bags whilst not in use</p> <p>These to be stored in sealed bags after being laundered</p>	<p>Mike Daymond Joycelyn Young</p> <p>Mike Daymond Joycelyn Young</p> <p>Mike Daymond Joycelyn Young</p> <p>Mike Daymond Joycelyn Young</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	
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	<p>and laundered, freshly laundered set to be used in room prior to next guest arrival</p> <p>Duvet covers, pillow cases, sheets to be laundered at 90 degrees</p> <p><b><u>On departure</u></b>  Staff to open windows in guest rooms  Staff to wear gloves and mask on entering guest rooms once guest has departed  Beds to be stripped with minimal contact  Only 1 person in the room at a time  All surfaces to be sprayed with suitable anti-viral spray  Different cloths to be used for different areas and these must be disposed of after each use</p> <p><b><u>Wearing of Gloves</u></b>  Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><b><u>PPE</u></b>  Within the guest house individuals are asked to observe social distancing</p>	<p>After laundering these items to be stored in sealed bags until needed for next guests</p> <p>After laundering these items to be stored in sealed bags until needed for next guests</p> <p>Checks to be carried out regularly</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Staff to be reminded of the use of PPE and a suitable supply will be provided</p>	<p>Mike Daymond Joycelyn Young</p> <p>Mike Daymond Joycelyn Young</p> <p>Mike Daymond</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>	
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		<p>measures and practice good hand hygiene behaviours, the use of gloves and masks will be maintained by staff, guests will be asked to provide own PPE but this is personal choice</p> <p><b><u>Symptoms of Covid-19</u></b>  If anyone becomes unwell with a new continuous cough or a high temperature at Coach Guest House, they will be advised to follow the stay at home guidance.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises the owners will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Any guests that have symptoms during their stay will be advised to leave the premises immediately so as to be able to self isolate at own home</p>	<p>Owners will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Guests to be made aware of this policy prior to arrival</p>	<p>Joycelyn Young</p> <p>Mike Daymond  Joycelyn Young</p>	<p>On-going</p>	
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		soapy water and dried using a separate towel	Suitable sanitiser to be used		
		Tables to be stripped and fully sanitised after each service	Gloves provided if required	Joycelyn Young	On-going
		Preferable for cook to wear gloves during food preparation but not essential in line with government guidelines	Suitable sanitiser to be used	Mike Daymond	On-going
		After service kitchen to be fully sanitised		Mike Daymond	On-going
		Cook to change clothes after service		Mike Daymond	On-going