

Protocols for The Cabin at Hebron Hall in the context of Covid-19

Version 3: issued 15th September 2020

In order to assist group leaders, these protocols have been prepared for groups visiting The Cabin at Hebron Hall. They will be updated as and when further information is provided by UK and/or Welsh Governments. The most up to date version is available on our website at hebronhall.org/news or by request request from bookings@hebronhall.org

It is the responsibility of each group to ensure that they comply with health and safety legislation and ensure the safety of delegates and Hebron Hall staff in relation to Covid-19. Limiting the spread of the virus is an additional consideration beyond existing responsibilities.

It is important to have clear protocols in place and that these are clearly identified to group leaders and to delegates.

Requirements before group arrives

At least two weeks before arrival:

- Group risk assessment to be provided (a draft template can be forwarded on request) to bookings@hebronhall.org.

At least two days before arrival:

- Full list of delegates' names and contact details (telephone number, email address and/or postal address) to be provided to bookings@hebronhall.org. This information will only be used if needed for the NHS Wales Test and Trace service, will be held in accordance with GDPR and will be destroyed 30 days after departure.

Requirements when on site

- The Cabin will be handed over to the group in compliance with Covid-secure guidelines.
- The group is responsible for ensuring that Covid-secure guidelines are followed whilst on site.
- The group is responsible for all cleaning and disinfecting whilst on site. A template cleaning checklist can be provided on request.
- A one-way system of entry and exit is recommended, using the steps from the car park for entry and the opposite door (into the courtyard) for exit.
- The ramp is reserved for entry to the pool area, except for wheelchair users visiting The Cabin.
- Delegates should maintain a distance of 2 metres from those in other households wherever possible.
- Where distancing is not possible, protective face coverings should be worn.
- Delegates should be encouraged to return to the same chair if moving around.
- **Protective face coverings should be worn at all times**
- Hand sanitiser dispensers are available at the main entrance and exit point.
- Delegates are should be advised to keep a personal supply of hand sanitiser with them when on site.
- If the kitchen is booked, crockery, cutlery and glassware will be provided for the number of delegates booked plus 10% (ie for 20 delegates, 22 items of each).

Requirements when group leaves

- The Cabin to be left in the same condition in which it was handed over.
- All rubbish to be bagged and securely tied and either taken away or placed in the correct external bin on site.
- All windows to be left open to ensure that there is no airborne virus in the Cabin.
- All group leader and delegates' personal items to be removed, as Hebron Hall will not be able to retain or return any lost property.
- The group leader should be the last member of the group to leave the property, ensuring that all of the above have taken place.
- The group leader should telephone the Duty Warden on leaving to advise that the Hall has been vacated.

What to do if a delegate develops or arrives with Covid-19

- The delegate should immediately return home to self-isolate.
- If the delegate has acute symptoms, has breathing difficulties or their life is at potential risk, seek medical help immediately by calling 111.
- Call 119 to initiate the NHS Wales Test and Trace service.
- Call the Duty Warden to inform the Hall of a potential outbreak.
- If the group leader chooses to continue with the programme, use disposable materials to wipe down all door handles, entrance systems, stairwell bannisters and light switches to try to minimise the risk of spread.
- If the group leader chooses to cancel the programme, follow the requirements above for when the group leaves, but ensure that all rubbish is double-bagged and left in The Cabin for disposal by the Hall after 72 hours have elapsed.
- If a delegate develops or arrives with Covid-19, Hebron Hall reserves the right to cancel the group immediately without offering a refund.