

Protocols for day groups in the context of Covid-19

Version 6: issued 16th August 2021

In order to assist group leaders, these protocols have been prepared for day groups visiting 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 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 delegates.

Requirements before group arrives

At least two weeks before arrival:

- Group risk assessment and signed acceptance of these protocols to be provided 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, along with choice of lunch option and any dietary requirements, if appropriate. 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.
- Since the introduction of the NHS Covid-19 app, Hebron Hall now has QR codes visible at all entry points so delegates who have downloaded the app can use their smartphones to check in. Please note it is still a legal requirement for group organisers to collect and provide to Hebron Hall contact details of *all* delegates.

Requirements when on site

- The Hall 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.
- Protective face coverings should be worn at all times in communal areas, hallways etc.
- Delegates may also be guided to use indicated bedroom en suite facilities whilst on site, to reduce pressure on communal toilets.
- Hand sanitiser dispensers are available at the main entrance and at the entrance to the conference room and dining room.
- Delegates should be advised to keep a personal supply of hand sanitiser with them when on site.
- If lunch is being provided, an individual packed lunch bag will be allocated to each delegate with the pre-booked choice of sandwich etc. Bags must not be taken by anyone other than the allocated delegate.

Requirements when group leaves

- The conference room is 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 outside bin on site.
- All windows to be left open to ensure that there is no airborne virus in the room.
- All group leader and delegates' personal items to be removed, as the 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 dining room 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 day group immediately without offering a refund.

I have read, understood and agree to abide by the above protocols.

Signed _____ Date _____
Print name _____ Group _____