

Protocols for residential groups in the context of Covid-19

Version 5: issued 16th August 2021

In order to assist group leaders, these protocols have been prepared for residential 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 residential group to ensure that they comply with health and safety legislation and ensure the safety of guests 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 guests.

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 guests' 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.
- Since the introduction of the NHS Covid-19 app, Hebron Hall now has QR codes visible at all entry points so guests who have downloaded the app can use their smartphones to check in. Please note it is still a requirement for group organisers to collect and provide to Hebron Hall contact details of *all* guests.
- All guests to be provided with a copy of Hebron Hall Welcome Pack to provide important information regarding their stay.

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, corridors etc.
- Guests should use their own bedroom en suite facilities whilst on site, as communal toilets may be closed.
- Hebron Hall's Duty Warden will carry out only essential maintenance while the group is on site.
- Essential maintenance to be reported to the Duty Warden by the group leader only.
- Unless full bed linen is hired, duvets and pillows will not be provided. Guests must bring all bedding with them.
- Hand sanitiser dispensers are available at the main entrance, at the entrance to the conference room and dining room and by the lift entrances. Guests should keep a personal supply of hand sanitiser with them when on site.

- For self-catering groups: food temperature record charts and cleaning record charts will be provided in the kitchen. These should be completed and left in the kitchen for the Hall to provide to Environmental Health services on request.

Requirements when group leaves

- The Hall 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 food to be removed and/or disposed of, as above.
- All windows to be left open to ensure that there is no airborne virus in the Hall.
- All bedding and guests' 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 guest develops or arrives with Covid-19

- The guest and their household should immediately return home to self-isolate.
- If the guest 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 and keep all guests away from the person's bedroom.
- 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 guest develops or arrives with Covid-19, Hebron Hall reserves the right to cancel the group stay immediately without offering a refund.

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

Signed _____ Date _____
Print name _____ Group _____