



Guidence to keep people safe in The Middleham B&B during the Coronavirus outbreak.

“Covid - 19 secure”

M Clamp 13/6/2020

Overview

- Section 1 - Introduction.
- Section 2 - What you need to know ... and do.

Section 1 - Introduction

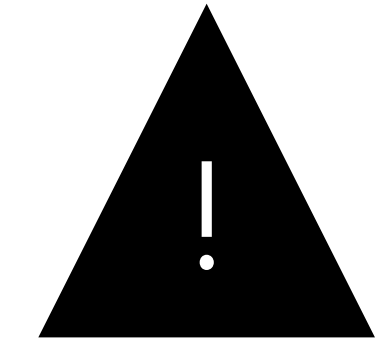
This guide has been developed to provide guidance on things that need to be implemented at The Middleham B&B, following our risk assessment, in light of COVID-19, to keep our staff & guests safe and to reduce the spread of the virus.

Only guest that are staying at the bed and breakfast are allowed, including staff or essential maintenance. Non-essential maintenance should be delayed or postponed in accordance with current plans. Maintenance work carried out only when Necessary.

The safety of our guests is our priority and can only be achieved jointly. These guidelines set out the approach to be taken during the CV-19 period to, as far as reasonably practicable, reduce the exposure to infection for all of us. If you have any concerns or questions, please contact the Manager or a member of the Safety Team.

These guiding principles are based on UK and Irish Government guidance, with useful links at the end of this document. They are intended to compliment all your existing risk assessments and procedures, and current guidance on social distancing. They will be used to define any applicable local operating procedures to be put in place at The Middleham B&B.

Risk assessment



The Middlham has undertaken a COVID-19 risk assessment for attendance at The Middleham B&B during the COVID-19 pandemic. This covers a number of areas but it is important that the control measures identified are implemented at a local level where possible, including consideration for:

- ❑ ·The number of people that could attend, and move around the B&B, while maintaining social distancing
- ❑ ·Those with health issues should be considered and the people they live with
- ❑ ·Any changes that are required to allow safe attendance at the B&B for essential maintenance
- ❑ ·Effective signage
- ❑ ·The provision of hand sanitiser and other cleaning products
- ❑ ·The control measures highlighted in the **risk assessment** ‘**C19 – The Middleham B&B**’ are included in this guidance and the actual assessment.

Section 2 – What you need to know and do?

Covered in the following sections:

- ☐ Travelling to and from the Middleham
- ☐ Arriving at and entering Middleham
- ☐ Social distancing
- ☐ Being in and moving around the B&B
- ☐ Exiting or leaving a building
- ☐ Hand sanitiser, soap, wipes
- ☐ Waste, facilities
- ☐ Fire safety
- ☐ If you feel ill at The Middleham
- ☐ Leaving The Middleham and going home
- ☐ Cleaning / Hygiene Standard
- ☐ kitchen / storage areas
- ☐ Contract or management

Travelling to and from The Middleham B&B

Maintaining your personal safety when travelling to and from The Middleham B&B is just as important as when you are at The Middleham B&B. Here are some tips:

- ❑ •Where possible, travel on your own, if possible donot carshare due to the in ability to social distance in a car.
- ❑ •Wash your hands or use hand sanitiser before getting into your vehicle and at the earliest opportunity when arriving at The Middleham B&B.
- ❑ •Regularly clean your vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.
- ❑ •When refuelling your vehicle, wear gloves and dispose of them directly afterwards. Pay by card when ever possible and after refuelling / paying use hand sanitiser.
- ❑ •Do not travel to The Middleham if you are feeling unwell or if you have a new persistent cough, a temperature, or loss of smell or taste, or someone in your household is displaying any of these symptoms.

Arriving and entering The Middleham B&B

On arrival

- ❑ Signage is clearly displayed through out the buildings informing people of control measures and actions that are required and must be adhered to.



- ❑ Prior to entering The B&B everyone will be asked to use hand sanitiser that is situated just inside the entrance door



- ❑ If there is a queue when accessing the B&B, please maintain a social distance of at least 2 metres

Hygiene standards

General guidelines

Hand washing

- ☐ Wash your hands regularly with soap and warm water.
- ☐ After using the toilet.
- ☐ Before eating or smoking
- ☐ For at least 20 seconds, rubbing the soap around the back of the hand and around your fingers and thumbs.
- ☐ Wash all parts of your hands, up to the wrists.
- ☐ Paper towels will be provided in communal toilets to dry your hands.



Hand sanitiser should be used

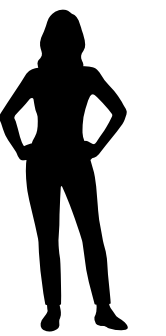
- ☐ When entering and leaving the B&B.
- ☐ After coming in to contact with touch-points and other objects.
- ☐ Use the same principle as washing your hands, make sure you cover all of your hands.
- ☐ Let hands air dry, do not wipe off any excess sanitiser.



Social distancing

Along with personal hand hygiene, social distancing is seen as the most effective control measure against the transmission of COVID-19

- ❑ •The The Middleham will follow government guidelines relating to social distancing measures.
- ❑ •Social distancing measures of at least 1 to 2 metres must be adhered to, by everyone where possible.
- ❑ •Dining room / residents lounge areas should be planned to adhere to maintain social distancing.
- ❑ •All of our Guests must be aware of their surroundings at all times and take extra care.
- ❑ •Communicate with others in the vicinity as required, explain where you're rout you are going.
- ❑ •Attention must be applied when passing through doorways , 'pinch points' to ensure social distancing
- ❑ •People must not be allowed to congregate in doorways, entrance foyers, or any other areas where they could come into close contact with each other.
- ❑ •Adequate control measures will be implemented but we are reliant on our people following guideline and taking extra care of themselves and their colleagues side to side and other solutions to maintain social distancing.



1m to 2m

1m to 2m



Being in, and moving around the B&B

Use of Stairs & Hallways

- ☐ In case of emergency, such as a fire alarm, Please evacuate the building at your nearest exit and maintain social distancing only if safe to do so.
- ☐ If you use the handrail whilst working on the stairs please use hand sanitiser when finished.
- ☐ Keep left when using staircase.
- ☐ Where practicable, wait for guest to come up stairs at a safe distance to minimise crossing.

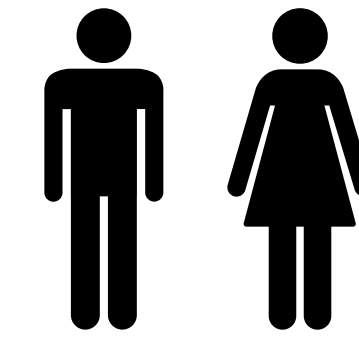
Use of communal areas

- ☐ Refrain from sharing the same table as other Guests / people

Kitchen / storage areas

- ☐ Regularly clean work areas, equipment, PPE, and reusable items.
- ☐ Restrict access to non-essential people
- ☐ Clean up after yourself.
- ☐ Regularly clean objects and services in the area.
- ☐ Wash your hands thoroughly before or after touching any appliances.
- ☐ Kitchen utensils, equipment and work surfaces must be wiped down after use.
- ☐ Consider providing only single-wrapped snacks to reduce risk of cross contamination of loose products (e.g. biscuits)
- ☐ Ensure hand sanitiser readily available
- ☐ Provide hand sanitiser for people to use while handling deliveries.
 - ☐ Do not share equipment where possible.
- ☐ Remove waste after finishing work.
- ☐ Try and keep areas in use well ventilated
- ☐ Maintain social distancing

Toilets



Usage of Toilets

- ☐ Close the toilet lid when flushing.
- ☐ Make sure you leave the facility clean for the next person to use.
- ☐ Wash hands with soap and warm water.
- ☐ Use disposable hand towels as opposed to air dryers.

Waste facilities



- ❑ In communal areas, there will be more waste bins available and they will be emptied more frequently.
- ❑ There will be no emptying of bins in guest room until after cheque.
- ❑ Bin & bulk waste collection from outside guest room before 11am will be continue as normal. (please leave you wast bin outside the door)
- ❑ Where practicable, bin lids will be removed to reduce touch points.

Cleaning

A robust cleaning regime will be implemented whilst stations are in use. Standard cleaning regimes will continue, and these should be increased to include:

☐ Touch Point Cleaning of:

- Door plates & handles
- Vertical surfaces
- Light switches
- Internal glass
- Handrails
- Cabinets
- Printers
- Chairs
- Remote control switches
- Commonly used kitchen items
- Shared electrical communal equipment
- Tables

☐ Cleaning check list to be completed as appropriate and readily available to confirm cleaning completed

☐ Cleaning will include telephones, IT equipment and furniture

Hand sanitiser, soap, wipes



- ❑ Adequate supply of hands anitisers, soaps & Wipes to be provided.
- ❑ Hand sanitiser will be located in numerous locations throughout the B&B to support hygiene
- ❑ Additional materials can be ordered as normal
- ❑ Consumables can be ordered and the Management team. However please make sure order in advance as timelines are varying based on worldwide demand

Contractor Mantanans



- ❑ Where essential maintenance is required to be under taken by contractors, the following points must be followed:
- ❑ Contractor visits should be planned to ensure other work is not taking place at the station at the same time so that numbers of people at the station is kept to a minimum.
- ❑ Personnel responsible form managing contractors to follows safe-distancing practices during the contractor's visit ensuring that the contractor has an appropriate safe system of work in place to minimise the risk of infection during the visit.
- ❑ Contractor to be made aware of any specific requirements for the B&B as part of their induction
- ❑ PPE and other materials (rags, cloths etc) used for cleaning should be disposed of in accordance with the Gov guidelines.

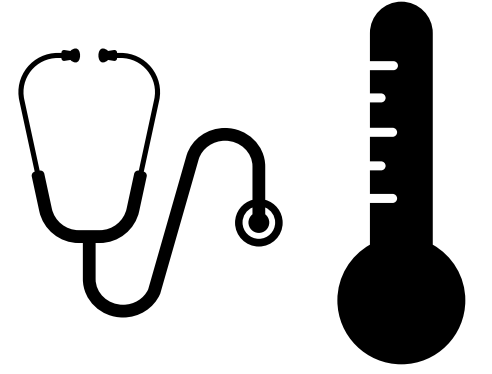
Fire safety



Fire safety arrangements have not changed.

- ❑ The Responsible Persons/s are required to review the firerisk assessment.
- ❑ If you do hear the fire alarm sound at any time, other than the normal test time, leave the building immediately by the nearest and safest route.
- ❑ Social distancing measures can be eased while leaving the building during an evacuation if it is unsafe to maintain them.
- ❑ On arrival at the assembly point, make sure that you maintain social distancing. This may require additional areas to be used in the event of evacuation. Fire Risk Assessments should be reviewed by the Responsible Persons
- ❑ On re-entering the building after the 'all clear', remember to queue whilst maintaining social distancing and use hand sanitiser at the earliest opportunity.

If you feel ill while at The Middleham



- ☐ If you feel ill whilst at The Middleham and have COVID-19 symptoms please CHECK OUT return home immediately, isolate yourself from others and avoid touching anything.
- ☐ Do not turn up at The Middleham if you feel unwell or are showing any of the COVID-19 symptoms including a new persistent cough, a temperature, or loss of smell or taste, or someone in your household is displaying any of these symptoms.
- ☐ Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- ☐ Dispose of used tissues in general waste.
- ☐ Wash your hands or use a hand sanitiser

Checking out and going home



- ☐ When leaving The Middleham, remember to wash your hands or use hand sanitiser as you leave the building.
- ☐ Remember the rules about travelling to the station. They are the same when you are going home.
- ☐ As soon as you get home, wash your hands thoroughly.
- ☐ You will probably also want to use a good quality moisturiser due to all of that hand sanitiser!!