

Covid 19 Re-opening Risk assessment- completed 14th May 2021

Area

Front door	Guests will touch Bell or door Knocker Social distancing Brochure racks Umbrellas Taxi cards	Clean before and after guest arrival once door is open step back 2 meters Ask guests to use hand sanitiser. Also wear a facemask indoors. Remove from area let guests know they are available if needed. If umbrella is used wipe down leave 72 hours.
Hall Stairs Landing	Stair Bannisters will be touched	Wipe down before and after guest Movements.
Dining Room	Buffet breakfast could cause cross Contamination Tables to close together for Breakfast/ Evening Meals	Pre order breakfast using order forms Remove all breakfast buffet serve Cereal and fruit salad to guests on Request. Every table will have their Own sets of condiments which will be Cleaned after each sitting including Jams and marmalade. Place 2 tables 2 meters apart use Middle table for placing meals on For guests to collect and then place Used plates on afterwards. If all 3 rooms are occupied meals Will be served in 2 sittings.
Bedrooms	Bedspreads and cushions Could cause problems Touch points Door handles Wardrobe Room keys Draws Light switches TV Remote control Tea trays -all products including Kettle and cafetiere. Hair Dryers you need to ask for Drinking glasses and mugs Guest seating area	Remove all throws and cushions Clean all surfaces with anti bac Spay and cloth using gloves every day. Dispose of gloves Wipe table down Spray chairs with Dettol All in one when guests Check out .

Shower Rooms	Door handles Light switch Flush Button Basin Taps Shower door Shower control Shower gel dispenser Toilet seats	Wipe all surfaces down daily
Kitchen	Personal clutter	Remove all personal things Wipe all surfaces and wipe down All food deliveries.

Check in protocols

Email guests 3 days before to check if they require an Evening Meal, also if they have any symptoms of covid 19, if they do we will not allow them to come stay with us.
 Welcome guests while still observing social distancing rule.
 Guests that haven't paid by cards ask them to use card machine then
 Wipe after use.
 Offer help with Luggage using disposable gloves and throw away after use.
 All sanitized room keys to be left in bedroom door pre arrival.

Check out protocols

Ask guests to leave the key in the bedroom door
 Offer help with luggage using gloves as before.
 When changing bed linen gloves and disposable apron will be used and bedding washed using 60 degrees. All glasses and mugs to be replaced with new ones. All our plates cups cutlery etc are washed on a 90 degree intensive dishwasher programme.

Breakfast protocols

Breakfast cereals will be dished up and served by waitress (who will be wearing disposable gloves at all times and changed between serving different guests all other items
 Will already be on guest's tables which will be for their use only. These will
 Be wiped down daily.
 Maximum of 2 rooms will be served at each sitting. Middle table will be for
 Placing each table meals on for them to collect.
 After eating each table will be asked to place all dirty crockery and cutlery
 To the middle table this will be collected when guests have left the room.

Each table will be thoroughly cleaned before next sitting and
New condiments will be place on cleaned tables.
Waitress to clean hands and change gloves in-between every food order has been handled.
Wash all breakfast equipment on 90 degree intensive wash using dishwasher.
Breakfast room to be thoroughly cleaned after use and relayed for dinner.

Evening Meal protocol

Same as Breakfast

If guest prefer to bring in takeaway food this may be eaten after the
Evening meal guest have finished
Dining room thoroughly cleaned and reset for breakfast.

Public area cleaning protocols

Bannisters, door handles, light switches and door frames to be wiped down
After all guest have departed for the day and last thing at night.

Kitchen protocols

Before and After breakfast/evening meals are finished all surfaces to be cleaned
down with anti bac spray as per normal.