

COVID-19 - GUIDANCE FOR GUESTS STAYING AND VISITING FEDERATION HOUSE FROM
19th JULY 2021

- **This copy supersedes previous guidance notes to cover the period of step 4 of the roadmap.**
- **There are still cases of Covid-19 in England and there is a risk you could catch or pass on the virus, even if you are fully vaccinated. You are encouraged to exercise caution and consider the risks. While no situation is risk free, there are actions we can take to protect ourselves and others around us.**

Assistance

Our building is always staffed by a Duty Manager and/or Receptionist, who can be contacted on 01372 352000 or 07714 747025.

Bedroom Cleaning

We will be providing a cleaning service of your bedroom on request only in order to minimise unnecessary risk. If you wish your room cleaned please hang out the “please service, my room” sign on your door before 9am, each day you wish the room service to be cleaned.

Catering

Breakfast – Available Monday to Friday 7.30-9.30am and Saturday and Sunday 8.00-10.00am. Please queue at the end of the counter and our staff will tray up your order for you to collect at the other end of the counter. Tea and coffee are self-serve from the two coffee stations.

Lunch – Lunch is served between 12-1.30pm and by prior arrangement only for groups.

Please queue at the end of the counter and our staff will tray up your order for you to collect at the other end of the counter.

Dinner – Dinner is served between 6.00-8.00pm and by prior arrangement only for groups.

Please queue at the end of the counter and our staff will tray up your order for you to collect at the other end of the counter.

Trays – during this time we ask you once finished your meal please put on the tray racks and do not leave on the tables.

A bar snack menu is available on midweek evenings from 6pm to 8pm for all guests.

Face Coverings

COVID-19 spreads through the air by droplets and aerosols that are exhaled from the nose and mouth of an infected person. Wearing a face covering will reduce your risk and the risk to others, where you come into contact with people you don't normally meet in enclosed and crowded spaces. Whilst no longer a legal requirement to wear a face covering in public places we actively encourage and recommend the use of face coverings.

Gym

The gym has reopened and is limited to maximum users of four at any given time. Please use the sanitising items to clean the equipment before and after you use it.

Sanitisers

Sanitising units have been installed at all entrance and exit points and at each lift point. Additional bottles of sanitiser are also on the reception desk, coffee points and in the bar and restaurant areas

Smoking

The designated smoking point shelter is at the rear of the building in the upper car park. This is the only area on site that smoking is permitted.

Temperature Checking

All staff and guests will have their temperature checked upon arrival at reception using the thermographic temperature booth. If you leave premises at any time your temperature will need to be retaken upon entering again. A high temperature is one of the main symptoms and checking temperatures will identify some people with Covid-19. Anyone with a temperature reading of 38°C or more (the standard body temperature is usually between 36.5–37.5°C) will not be permitted to enter the building and will be asked to return home. Whilst this process will not identify everyone who may be ill, it is a recommended precaution in addition to social distancing, sanitising, PPE etc.

Public Toilets

Please use the vacant/occupied sign on the first entry door of the toilets to show others when you are using it.

Further advice on safety in the workplace and hospitality venues can be found on the government website here: <https://www.gov.uk>