

## COVID-19 - GUIDANCE FOR GUESTS STAYING AND VISITING FEDERATION HOUSE FROM 12th NOVEMBER 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.

### 1. Assistance

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

### 2. Temperature Checking

**A high temperature is one of the main symptoms and checking temperatures will identify some people with Covid-19.**

Upon arrival, all guests will have their temperature checked at reception using the thermographic temperature booth.

If you leave the premises at any time your temperature will need to be retaken upon entering again.

The standard body temperature is usually between 36.5–37.5°C. **Anyone with a temperature reading of 38°C or more 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.

### 3. Isolation

Any guest who has either of the following will be instructed **not** to come to the hotel and to follow government guidance on self-isolation:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste
- or is within 10 days of the day when a member of their household showed symptoms of Coronavirus (Covid-19) unless they are:
  - fully vaccinated

- not vaccinated for medical reasons
- Under 18yrs & 6 mths old
- Part of a Covid 19 vaccine trial

#### 4. Face Coverings

COVID-19 spreads through the air by droplets and aerosols 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; however, our policy is we recommend and encourage their use in all public areas except when eating or drinking (seated).

#### 5. Sanitisers

**Sanitising units** available at all entrance and exit points and at each lift point.

**Sanitiser dispensers** are located on the reception desk, coffee points and in the bar and restaurant areas

#### 6. Bedroom Cleaning

This will be provided **on request only** to avoid unnecessary risk.

Please hang the "please service, my room" sign on your door before 9am, each day you require a cleaning service.

#### 7. Catering

##### **Breakfast\***

Mon - Fri 7.30-9.30am

Sat & Sun 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\***

Served 12-1.30pm

For Groups - by prior arrangement only

*\*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\***

Served 6.00-8.00pm

For Groups - by prior arrangement only

*\*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.*

### **Use of Trays in the Restaurant**

**During this time we ask that when you have finished your meal, please place your plate, cutlery and tray on the tray racks and do not leave any items on the table.**

### **Bar Snack Menu**

Available midweek evenings 6pm to 8pm for all guests.

## **8. Gym**

Limited to maximum of four people at any time.

**Please use the sanitising items to clean the equipment before and after you use it.**

## **9. 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.**

## **10. Public Toilets**

Toilets are single use only. Please use the vacant/engaged sign before entering the toilets

## **11. Further Guidance**

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