

## Covid 19 Risk Assessment Procedures

Little Dane Court 1/06/20

Prepared by Rod Hardingham

Little Dane Court is run by myself and in previous years with EU assistance. This year I am the sole person running the Bed and Breakfast. I should also point out that I personally think I had the virus in March 2020 but a mild infection. I am now completely recovered and as soon as a reliable test is available will confirm my suspicions.

1. Dealing with suspected infection. Should I consider I have been infected again I would immediately close the business and cancel reservations for the next 2 months explaining why.
2. Should a guest display suspected infection or give any indication that they have been in contact with an infected individual in the last 2 weeks I would request that they leave and refund any outstanding charges.
3. Social distancing: Guests have individual rooms with private bathrooms and scheduling arrivals and departures will be implemented to avoid them meeting each other.
4. Common parts such as stair banisters and door handles will be sanitised after every guest use. TV remotes will be sanitised and guest consumables (soaps/shampoo etc. will be removed and replaced after each stay
5. Little Dane Court is a keyless operation accessed by an electronic keypad at the door. and disposable gloves will be provided at the door for arriving guests to ensure no cross infection.
6. Luggage will either be carried to the rooms by the guest or myself wearing gloves.
7. Breakfast will be either outdoors in the courtyard where tables are 1 M+ apart or indoors in the breakfast room scheduled so no contacts between guests at breakfasts happen.
8. Rooms: All items such as guest magazines, cushions, books etc will be removed from the rooms to minimise cross infection.
9. Room amenities will be removed and replaced with sanitiser, and disposable gloves.
10. Laundry is professionally done and all linens and towels will be replaced after each guest departs
11. Bathrooms will be thoroughly cleaned and sanitised after guests depart.
12. All breakfasts will be prepared to order and a buffet will not be self service but the guest will request items from the buffet and it will be served to them.
13. Food will be prepared wearing disposable gloves and all plates and cutlery will be cleaned in the dishwasher. Prep surfaces will be frequently sanitised
14. Payment will be managed in advance electronically and should a guest wish to pay in cash or card for any excess gloves will be worn. Card payments are taken online with no terminal.