

Airton Friends Meeting have always welcomed visitors and guests to this special place. The safety and comfort of our guests is of primary concern and we've taken the steps described here to ensure that we can continue to host people safely, minimising and where possible eliminating the risk of Covid-19 transmission. The plan has been devised following a full risk assessment and with consideration of best practice with regard to social distancing and hygiene.

Activities at the premises

In normal circumstances, three types of activity happen at Airton Barn and Meeting House:

- Quaker Meetings and private reflection in the Meeting House
- daytime/evening hire of some of the rooms
- overnight accommodation

Overnight accommodation has been reduced in line with government regulations and social distancing guidance. Daytime/evening hire is permitted within limited parameters.

The grounds remain open for public use at any time. A notice concerning the closure of the building is displayed in the entrance to the premises to minimise handling of the doors. **Tours of the Meeting House and historical talks are not presently given**; instead, visitors to the premises may read about the history of the buildings in a window display accessible from the main path outside the Meeting House.

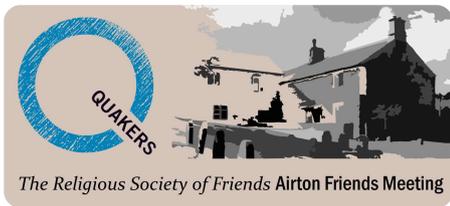
In order to minimise the potential for cross-contamination between users, we no longer hire the same spaces for overnight accommodation and daytime use. Overnight guests are accommodated in the upstairs of the Barn and daytime/evening users may hire the downstairs of the Barn or the Meeting House. These areas have separate external entrances. The internal door between the downstairs and upstairs areas of the Barn is kept locked except during cleaning.

Quaker Meetings and private reflection

Formal Quaker Meetings happen twice every month, on the afternoon of the 2nd and 4th Sundays. We limit the number of attendees to 10 and provide seating spaced at 2m intervals. In accordance with government regulations, attendees must wear face coverings during the Meeting. Attendees are asked to use hand sanitiser on entry and exit. Toilets in the downstairs of the Barn are available during the Meeting. The entrance doors to the Meeting House and Barn are kept open, as are the Meeting House windows. Attendees may not enter other areas of the Barn.

The Meeting House is also open on occasion for private reflection. Up to two people may be present in the building during these periods. No activities other than private reflection are permitted. Individuals are requested to wear a face mask whilst in the building and to use the hand sanitiser provided on entry and exit. The Meeting House door and windows are kept open. The toilets are not available during these periods.

Periods of opening are spaced at a minimum of 3 days between uses of the Meeting House either for private reflection or for Quaker Meetings. Cleaning is carried out between each use.



Daytime/evening room hire

There is limited availability for daytime/evening hire of the Meeting House only for social activities involving up to 6 individuals. All users are required to observe social distancing and the use of face coverings whilst inside the building and social distancing within the grounds.

The hire of the Meeting House for these uses takes the place of periods of opening for private reflection, in order to maintain reasonable limits on the frequency with which the building must be deep-cleaned.

Overnight accommodation

The accommodation comprises a single dormitory of six bunk-beds, together with a separate communal toilet/shower room and a hall including an equipped kitchenette. Folding mattresses are available for groups larger than 6 individuals.

We currently accept bookings from individuals and small groups up to 6 in number, from any number of households. Camping is not currently permitted. Bedlinen and towels may be hired; however, guests are encouraged to supply their own if possible.

On arrival guests are met and shown into the accommodation by the Friend in Residence, who will be wearing appropriate PPE including a face covering and gloves and will maintain an appropriate social distance throughout. Guests are supplied with a newly disinfected set of keys and asked to return them in an envelope provided for the purpose at the end of their stay.

Payment of balances is taken on arrival as usual. Our preference is for card payments, with the use of contactless cards where available and within current payment limits.

Crockery and equipment in the kitchenette has been reduced to the minimum level likely to be required for basic self-catering. Guests may request additional items from those normally stored elsewhere in the premises. Guests are asked to wash and stack all items used on a table when they leave. Dried food and drink supplies are no longer available at the accommodation; **guests must bring any supplies they require and are asked to remove or place remaining provisions in the bins provided when they leave.**

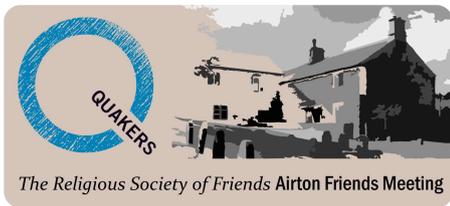
During the stay, guests may contact the Friend in Residence by phone on 01729 830263, or if unable to acquire a mobile signal, using WhatsApp to the number given on the booking form. Less urgent matters may be communicated via email. Guests have the use of the WiFi for the duration of their stay, subject to Airton Friends Meeting's Terms and Conditions.

Guests are asked to leave the premises in a clean and tidy condition. Ordinary domestic cleaning equipment and materials are provided for this purpose.

Between each overnight booking there is a gap of at least 3 days. This ensures cleaning may be carried out at low risk to our volunteers and cleaning staff and also reduces any risk of onward transmission to subsequent guests, should any previous guest have been inadvertently carrying the virus.

Contingency plan for guests developing Covid-19 symptoms

In the unlikely event that one or more guests develop Covid-19 symptoms during an overnight stay, the group are required to inform the Friend in Residence immediately. The entire group is then asked to



self-isolate, to contact the medical authorities for the purpose of requesting tests and to arrange travel home at the earliest opportunity. Individuals unable to travel are advised to seek professional healthcare. If necessary, the booking is extended until such time that travel becomes possible at the normal charging rates and we will assist where possible with obtaining food supplies and essential laundry at the guest's cost. Conversely, if the stay is shortened as a result of the symptoms occurring, a partial refund is issued on a pro-rata basis.

Third parties whose bookings for subsequent nights are affected by an extension due to a Covid incidence will be informed and where necessary their bookings will be cancelled and deposits refunded. Where possible we will assist affected booking parties to find alternative accommodation. We are unable to help with the financial cost of these alternatives.

Toilets and hand washing

We have removed solid soaps and communal towels from each toilet / shower area and instead provide liquid hand soaps and paper hand towels.

Cleaning

We clean using a range of household detergents and anti-viral detergent disinfectant in higher risk areas, disposing of all cleaning cloths and PPE after each occasion.

We regularly audit and replenish our stock of cleaning materials and PPE.

NHS test and trace

To assist in containment of the pandemic, we will record the contact details of each overnight guest or attendee to a Quaker Meeting and hold for a period of 21 days after the day of departure. After this period these details are destroyed. **The supply of such details is understood as acceptance that they be forwarded to the relevant health authorities in the event of a local outbreak occurring to which the individuals concerned may have been exposed.** Personal data protection rights are not affected.

We ask groups hiring the Meeting House for social activities to maintain their own test and trace records.

Circulation

All guests and users use the same external public entrance to the premises and have access to the grounds. At times when the public are likely to visit the Meeting House – for example when the building is open for private reflection – we install signage indicating a one-way route around the grounds. This reduces the potential for people to come into close contact when moving around blind corners. We ask overnight guests to observe the same principle on leaving the premises.

Reviewing this plan

We review and if appropriate amend this plan when government regulations and best practice guidance changes.