

# Krishnamurti Centre

## Covid-Secure Detailed Guidelines

Important information about the Health & Safety measures in place at the Krishnamurti Centre, ensuring the Centre remains a secure place to visit during the global pandemic. The aim of these measures is to ensure:

- **The Krishnamurti Centre is COVID-Secure**
- **All Krishnamurti Centre and Foundation Staff are able to look after the Centre and its guests as best as possible in a safe environment**
- **Guests do not infect other guests**
- **There are no open pathways for infection into the resident Brockwood community**
- **In the case of infections arising at the Centre, these are contained and the necessary measures are taken to ensure the Centre does not need to close**

### **Bookings**

- When a booking is made, a letter with updated Covid information will be emailed to guests along with the booking confirmation
- Test and Trace requirement: Business are required to collect data for the NHS Test and Trace service, but guests can choose to opt out if they wish. See also: [Maintaining records of staff, customers and visitors to support NHS Test and Trace](#)
- Staff to check which country guests are coming from. Any guests arriving from a non-exempt country (as defined by the UK government - see <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors> for details) must quarantine for 14 days *before* their stay at the Centre
- If a guest is **considered by the NHS at high risk of Covid-19 or clinically vulnerable, see the government's guidelines:** <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/> - and be aware that it is the guest's own responsibility if they wish to travel to the Centre

**Before Centre reopens:** Thorough cleaning of the whole Centre, check for any signs of pests, check all equipment is in working order (oven, dishwasher, tea urn, etc.)

**Check-in/out:** Temperature check for all guests on arrival. One guest at a time in the reception. All should wear a mask when more than one person is in the reception. Keys, having been disinfected, will be in the guestrooms.

**Guest rooms:** Single occupancy of guest rooms. All guest rooms have an en suite bathroom. All will have hand gel disinfectant and a printed copy of the Covid-Secure Guidelines. Two guest rooms will be kept free at all times, for the sole purpose of becoming isolation rooms if needed.

**Guest room cleaning:** Cleaners to wear a mask, gloves, an apron or full suit (their choice). Guest rooms to be aerated for at least 10 minutes between each guest, plus enhanced cleaning. Bedrooms quarantined for a minimum of 24 hours between guests, or if back-to-back booking of the same room, duvets isolated for 3 days, mattress and pillow protectors washed.

**General:** Two-metre social distancing at all times, regular ventilation (all windows will be opened for at least 10 minutes twice a day) and cleaning of frequently-used surfaces. All to sanitise hands before entering any public space. We recommend all to wear a face mask in all indoor communal spaces.

**Support bubble:** The Centre is happy to welcome support bubbles. Please see government guidelines on [support bubbles](#).

**Sitting room and conservatory:** Social distancing at all times. One person per sofa. If talking with another guest, both should wear a mask.

**Library and Quiet Room:** Sanitise hands before entering, wear a mask if more than one person is present.

**Tea point:** One person at a time. Guests to disinfect hands before using, plus regular cleaning by the duty staff.

**Kitchen:** No guests allowed in the kitchen. Reviewed measures for non-residential staff. A table is set up outside the kitchen for guests to put their trays after meals, with two bins. Residential staff wear a mask when entering the kitchen when non-residential staff are working there.

**Meal times:** Meal times have been identified as medium or high risk times, depending on ventilation and occupancy.

One person per table. Open windows whenever possible and both doors. Several seatings (when there are many guests lunch will be served from 12:30). Staff to serve guests. Guests must wear masks until seated. Condiment tray will be placed in the dining room, with hand sanitizer for guests to use before and after.

Dirty dishes to be put on a table outside the kitchen, with two bins provided. Desserts are kept in the kitchen and will be served to guests.

Guests from the same household or support bubble can eat together. They are asked to let us know before arrival if they are from the same support bubble and wish to eat together. Guests can request to eat in their room. Residential Staff to eat alone.

**Reception, small office and meeting room:** One guest at a time. Two-metre social distancing at all times. All should wear a mask. It is possible to pay for a stay over the phone before arriving. Hand sanitiser to be used by guests and staff. Different stationary for residential and non residential staff. Disinfect iPads and iPods after borrowing.

**Retreats:** Maximum participants are five, plus the facilitator. (From 14 September, government rules are no gatherings of more than six people. Rules to be reviewed frequently).

**Dialogues and Video screenings:** Maximum participants is six (including facilitator) or fewer, according to how many people can fit in the room while social distancing . Guests are required to pre-book for open dialogues.

**Residential staff:** Wear a mask when in the same room as someone outside the Brockwood bubble. Wash hands regularly. Wear gloves if necessary.

**Non residential staff :** Assess if any non residential staff is at high risk. Sanitize hands before entering the Centre. Wear a mask when more than one person is in the same room. Keep two-metre social distance. Check temperature at home - if any symptoms, inform and self-isolate.

**Communal toilets:** One for guests and non residential staff and one for residential staff. Regulate cleaning.

**Deliveries:** To be left outside the kitchen door. To be brought in by only one staff member. Wash hands before and after. No cardboard to be brought in where possible (to go directly to the recycling bin instead).

**Procedure if a guest develops Covid symptoms while at the Centre:** The guest must inform staff, self isolate and request a test or return home (whichever is the quickest). If the guest is confirmed to have coronavirus, they should return home if they reasonably can and let the Centre know about the result. They should use private transport but only drive themselves if they can do so safely. If a guest cannot reasonably return home (for example because they are not well enough to travel or do not have the means to arrange transport), their circumstances should be discussed with an appropriate health care professional and, if necessary, the local authority. If the guest has no means to go home and hence has to stay at the Centre to self isolate, they are required to pay for their whole stay.

**Plan in case of a Covid outbreak at Brockwood:** The single point of contact at the school is Tom. To contact the Public Health Team. All staff staying at the school will be tested and moved to the Centre if the test comes back negative. If the test comes back positive, staff are to isolate for 14 days before coming to stay at the Centre.

Guidelines will be sent in an email along with the booking confirmation, as well as displayed in the reception, at the tea point and in each guest room.