

Krishnamurti Centre

Covid-19 Risk Assessment

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This document contains important information about the health and safety measures in place at The Krishnamurti Centre, ensuring the Centre remains a secure place to visit during the global pandemic, and serves as a risk assessment for the Centre with regards to Covid-19.

Bookings

Risk: Guests bringing Covid-19 and spreading it to staff members and/or other guests

Measures:

- When a booking is made, 'The Centre Covid Secure Plan' is emailed to guests, along with the booking confirmation. Guests have to inform the Centre if they develop any symptoms of Covid-19 in the 10 days before their stay at the Centre. If the answer is yes, the retreat would have to be cancelled. The following question is asked in the 'Reservation Reminder' email: *'We ask you to inform us if you have had any Covid-19 symptoms in the last 10 days before your retreat or if anyone in your household is isolating or displaying any symptoms, or awaiting Covid-19 test results.'*
- Guests to follow the UK government regulation when travelling from abroad to come to the Centre. For details see:
<https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>

Before the Centre reopens:

Risk: Traces of Covid-19 could be present and infect staff and guests, equipment could be faulty/have been damaged and injure staff or guests.

Measures: Thorough cleaning and disinfecting of the whole Centre, checking for any signs of pests, and that all equipment is in working order (oven, dishwasher, tea urn, etc.)

Check-in/out:

Risk: Guest brings Covid-19 and contaminates other guests and/or staff

Measures: Temperature check for all guests on arrival. Duty staff to ask guests if they have had any symptoms of Covid-19 in the last 10 days. One guest at a time in Reception. All should wear a face covering when more than one person is in Reception.

Day guests:

Risk: Guest brings Covid-19 and contaminates other guests and/or staff

Measures: Reduced numbers of day guests. For now, only day guests coming for a meal are allowed, and there is a maximum of 20 guests in total (so when the Centre is full, there is a cap on the number of day guests). Day guests to follow the government guidelines ('Hand, Face, Space'). Duty staff to record day guest's name, contact information, date and time of visit.

Guest rooms:

Risk: Guest brings Covid-19 and contaminates other guests and/or staff

Measures: 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:

Risk: Cleaners and/or next guests catching Covid-19

Measures: Guest rooms to be aerated for at least 10 minutes between each guest, plus enhanced cleaning.

General:

Risk: Guest brings Covid-19 and contaminates other guests and/or staff

Measures: 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 must sanitise hands before entering any public space. We recommend all to wear a face covering in all indoor communal spaces. Sanitisers available throughout the Centre and in each guest room.

Sitting room and conservatory:

Risk: Guest brings Covid-19 and contaminates other guests and/or staff

Measures: Social distancing at all times. If talking with another guest or staff, both should wear a mask.

Library and Quiet Room:

Risk: Guest brings Covid-19 and contaminates other guests and/or staff

Measures: Sanitise hands when entering, wear a face covering if more than one person is present.

Tea point:

Risk: Guest brings Covid-19 and contaminates other guests and/or staff

Measures: One person at a time. Hand sanitiser available. Regular cleaning by the duty staff. All crockery washed in between uses, in the commercial dishwasher on a 70C cycle.

Kitchen:

Risk: Non residential cooks catching Covid-19

Measures: No guests allowed in the kitchen. Reviewed measures for non-residential staff. A trolley is set up outside the kitchen for guests to put their trays after meals. Residential staff wear a face covering when entering the kitchen when non-residential staff are working there.

Mealtimes:

Risk: Guest brings Covid-19 and contaminates other guests and/or staff. Mealtimes have been identified as medium or high-risk times, depending on ventilation and occupancy.

Measures: Revised dining arrangements to allow for social distancing, revised numbers of guests at each dining table, more Quiet Tables available, and possibility for guests to eat in their rooms. Open windows whenever possible and both doors. Staff to serve guests. Guests must wear face coverings until seated.

Dirty dishes to be put on the trolley outside the kitchen, with two bins provided. Desserts are kept in the kitchen and will be served to guests. All crockery washed in between uses, in the commercial dishwasher on a 70C cycle.

Guests from the same household, support bubble or in their group of six can eat together.

Reception, small office and meeting room:

Risk: Guest brings Covid-19 and contaminates other guests and/or staff

Measures: One guest at a time. Social distancing at all times. All should wear a face covering. It is possible to pay for a stay over the phone before arriving. Hand sanitiser to be used by guests and staff. Staff disinfect iPads and iPods after they are returned.

Events:

Risk: Social distancing not achievable with large numbers of guests in one room.

Measures: The Centre has cancelled all events for the foreseeable future.

Bookshop:

Risk: Guests contaminating the Brockwood Park residential bubble

Measures: All books will be displayed in Reception and the back office, with a price list. Duty staff to process sales. No access for guests to the Foundation. Hand sanitiser available in the new bookshop for guests to use when browsing books.

Residential staff:

Risk: Staff and non-residential staff contaminating each other.

Measures: Wear a face covering or social distance, and ventilate the room when in the same room as someone outside the Brockwood residential bubble. Wash hands regularly. Wear gloves if necessary.

Non-residential staff:

Risk: Staff and non-residential staff can contaminate each other.

Measures: Assess if any non-residential staff are at high risk. Sanitize hands before entering the Centre. Wear a face covering or social distance and ventilate the room when more than

one person is in the same room. Keep two-metre social distance. Check temperature at home - if there are any symptoms, inform and self-isolate. Self-test twice a week.

Communal toilets:

Risk: Cross-contamination

Measures: Guests and non-residential staff to use communal toilets. Residential staff to use Foundation toilets. Regular cleaning.

Deliveries:

Risk: Staff handling deliveries can get contaminated

Measures: 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:

Risk: Guests could catch Covid-19

Measures: 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.

All guests' contact details are kept for at least 21 days. Guests who have been in close contact will be contacted by the NHS Test and Trace. The Centre will be contacted by NHS Test and Trace and advice will be given; if the guest has opted out of the NHS Test and Trace, the Centre will contact the Local Health Protection team for advice.

The guest room will be isolated for 72 hours, all linen will then be put in a hazardous bag by a cleaner using a full protective kit, and sent to Petersfield Laundry.

Plan in case of a Covid outbreak at Brockwood Park: The single point of contact at the school is Tom Power. To contact the Public Health Team.

A link to these guidelines will be sent with each booking confirmation. Simplified versions will be available to read in reception, and will also be in each guest room.