

Saint Andrew's Lewisham

Covid-19 Guidelines

During the Covid-19 pandemic and in line with official guidelines from the UK government, we have put this policy in place. We will continue to follow official updates and adjust the policy as necessary.

This policy has three main sections:

- actions we require of all our visitors and guests
- specific actions we require depending on type of stay (day guest, overnight)
- actions we as Sisters are committing to with respect to our welcome

The following is as of 20 July 2020:

We require all our visitors and guests:

- to wear a face covering upon their arrival
- to supply their own face covering(s) according to the length of their stay
- to wear a face covering in common areas such as corridors
 - once seated in the chapel, this can be removed
- to wash their hands frequently with soap and water for 20 seconds, especially when having been outdoors
- to follow the indications of this policy and seek clarification from a Sister if and when necessary. Signage is placed around the house to assist everyone in this respect (for example one way system).
- Assist us, as appropriate, to maintaining the welcome clean.
- Please do not come to St Andrew's if you are displaying Covid-19 symptoms.
- If you develop Covid-19 symptoms during your visit, whatever the length of stay, please inform one of the Sisters immediately.¹

¹Guests who begin displaying symptoms will be asked to self-isolate on-site in order to minimise any risk of transmission. You will also need to arrange a Covid-19 test. If you reasonably can, you must return home. If you cannot reasonably return home (for example because you are not well enough to travel), your circumstances will be discussed with an appropriate healthcare professional, and, if necessary, the local authority.

In addition, please note that we are taking part in the 'track and trace' programme put in place. This means that if contacted by a local public health authority or the NHS regarding a confirmed case of Covid-19 of one of our guests/visitors, we will share contact details of any guests/visitors who were also there during that time period. This can be done up to 21 days following your stay (the day of your departure for residential guests). After this, we will handle your contact details in accordance with our GDPR policy only.

Therefore, in coming to St Andrew's for any length of stay, you agree to provide personal contact details and agree to these being shared with a local public health authority or the NHS as outlined above.

Specific actions, depending on the type of stay:

For Day Guests (with a bedroom):

These are in addition to the General Policy:

- Please use the refreshment area on the second floor for coffees and teas. Kitchenettes are not available for day guests.
- Only use the toilet in your bedroom.
- Please leave any books you borrow or material from the creative space you have used in your room upon your departure.
- If you use the chapel, please use the same chair during your entire stay. Leave any books and/or sheets used at your place.

For Residential (overnight) Guests:

These are in addition to the General Policy:

- You will find bedlinen in your room to make your bed.
- At the end of your stay, please undo your bed and leave your bedding, towels, hand/tea towels from the kitchen and bathmat from your shower in your bedroom. After 72 hours, we will collect them to be washed.
- Weather permitting, please leave one of your windows slightly open.
- Use your assigned kitchen to prepare meals and refreshments and store food. The second floor refreshment area is for the use of day guests.
- Only use the toilet in your bedroom as well as the shower assigned to you.
- Please leave any books you borrow or material from the creative space you have used in your room upon your departure.
- If you use the chapel, please use the same chair during your entire stay. Leave any books and/or sheets used at your place.

As Sisters, we are committing:

- to following official advice of the UK government and adapting this policy as necessary, when necessary.
- to informing and explaining relevant aspects of this policy to our visitors and guests, remaining available for further questions and clarifications.
- to supplying disinfectant, hand sanitizer and disposable tissues in appropriate areas (such as entrances, toilets, etc).
- to regularly disinfecting frequently touched surfaces (such as door handles and railings)
- to wearing a face covering when welcoming our guests upon their arrival.
- to recording the presence of our guests and visitors as to minimize contact with the sign-in book.
- to explaining relevant and up to date information to our guests and visitors, depending on the type of visit (several days, one day, a visit of a few hours, for example).
- to wearing a face covering in common areas such as corridors.
 - once seated in the chapel, this can also be removed.
- to washing our hands frequently with soap and water for 20 seconds, especially when having been outdoors.
- to leaving 72 hours between guests in bedrooms plus the appropriate cleaning and disinfection between guests.
- to providing individually assigned kitchens and showers to overnight residential guests and fully cleaning and disinfecting these between each guest.
- to providing refreshments in a manner that reduces the risk of contamination (namely individually wrapped products).
- to placing appropriate signage around the house to assist everyone in following this policy.
- to taking appropriate and immediate action in the case of a suspected or confirmed case of Covid-19 (among guests and/or sisters), and fully complying with the 'track and trace' effort of the UK government.