

Display entry conditions on website and entry

Each open day provide volunteers with information and training re below actions

REQUIREMENTS

ACTIONS

HYGIENE and CLEANING

1. Guide precautions
2. Posters for public reminder
3. All door knobs at entry points
4. Hand sanitiser & soap & paper towels
5. Toilets sanitised
6. Tables sanitised
7. Tablets as used
8. Brochures
9. Café ordering
10. Café

Wear gloves (& mask if you wish)
[Guide 1](#) to put up in public areas & toilets
[Guide 1](#) to sanitise & leave doors open
[Guide 1](#) to check at entry points & in toilets
[Guide 1](#) to spray sanitise before opening & several times during the day (Glen 20)
[Guide 2](#) to sanitise all tables & chairs before opening
[Guide 1](#) to wipe down & place in bag
Leave in a box for guests to take themselves if they wish
[Guide 2](#) to mark physical distanced places to stand
[Guide 2](#) to wipe down order bench frequently

PHYSICAL DISTANCING

1. Posters for public reminder
2. Tables & chairs
3. Entry
4. House tour
5. Numbers in house
6. Shop ordering
7. Visitors
8. Serving

[Guide 1](#) put up in public areas
[Guide 2](#) to put out using physical distance requirements
[Guide 1](#) to keep distanced from visitors, ensure visitors distance also
[Guide 1](#) to show guests the route through the house
[Guide 1](#) to keep track of numbers in the house & rooms (only 4 per room)
[Guide 2](#) to mark out distance in front of ordering
Must remain seated at all times in cafe
[Guide 2](#) clear up & sanitise table & chairs after visitors leave

INFECTION CONTROL

1. Guides
2. Guides
3. Contact details
4. Visitors
5. Café payment

Not to come if ill
To wear gloves (& mask if you wish)
[Guide 1](#) to have sign in pages at entry table
Sign in, then sanitise hands. [Guide 1](#) to check this happens
Cashless payment only