

<b>Category</b>	<b>Potential Risk Item</b>	<b>Mitigation</b>
<b>Pre-arrival</b>	Website to show Covid-19 awareness	To be updated before 4th July 2020
	Guests to be informed of measures taken	Each guest to be emailed "Covid19 Info" as part of accepting their reservation
<b>Arrival and departure</b>	Guests entering B&B	Sign on front door to show where hand cleaner is located, next to the front door
		Small table by front door with hand cleaner and gloves dispenser
	Handling room keys	All guest keys already inside rooms, pre-sterilised. Sterilised again after guest departs.
	Guest registration (paper forms)	No paper forms, guests to be sent registration form by email for completion and return prior to arrival
	Payment by card terminal in person	Deposits and payments to be made prior to registration or by contactless methods (e.g. bank transfer, electronic payments)
		No payments by cash
	Guest room door handles	Pre-sterilised. Sterilised again after guest departs.
<b>Breakfast area</b>	Guests entering breakfast area	Sign on doorway to show where hand cleaner is located, next to the door
		Small table by door with hand cleaner and gloves dispenser
	Space between tables	Number of tables to be reduced to allow two metre space between remaining tables
	Guests handling menus	Single-use menus to be printed for guests to pre-order
	Guest handling cutlery	Each table laid with pre-washed cutlery
		Cutlery to be washed in dishwasher on sterilising cycle
	Guests handling food and drink	No buffet
		Guest to pre-order
		Portion control
<b>Bedrooms</b>	Guests entering bedrooms	Sign on each bedroom to show where hand cleaner and gloves are located

		Hand cleaner and gloves dispenser within easy reach
	Magazines and paperwork in guest rooms	To be removed
	Guests handling remote controls	To be sanitised daily
	Guests handling sinks, showers, toilets etc	To be sanitised daily
	Guests handling soft furnishings	Spare blankets and cushions to be removed
	Guests in contact with bed linen	To be washed on sanitising temperature cycle
	Guests handling door handles and light switches	To be sanitised daily, before guest arrival and after guest departure
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<b>Shared areas</b>	Hall walkthrough	No stopping places, allowance for social distancing
	Lounge walkthrough	No stopping places, allowance for social distancing
<b>Additional</b>	Guest information (paperwork)	Withdraw this, do not give to guests
	Garden area	Open with social distancing