



COVID -19 GUIDELINES FOR ABINGTON BARN: OCTOBER 2020

We want to make your time at the Barn as enjoyable as possible but we have had to put some procedures in place to comply with government requirements and to ensure your safety. These are detailed below:

HEALTH

If you suspect you may have Coronavirus/Covid-19, or have any symptoms, or have been in close contact with anyone who has, please do not come to the Barn.

ARRIVING/LEAVING

- For those driving, please park in alternate parking spaces.
- Please ensure you are wearing a face covering on arrival and departure at the Barn.
- There will be a single pedestrian entry and exit system to the main hall. Please enter by the usual door and exit by the patio or garden exit doors.
- Do not enter the reception area until the person in front of you has moved on into the hall.
- When queuing please maintain a 2 metre gap between parties.
- Please wash your hands with the hand sanitiser units available at reception on arrival.
- Please make your way to the main hall as quickly as possible and do not congregate around the entry and exit points.
- Do not remove your face covering until you have selected your seat for the event/workshop.

HYGIENE/HEALTH

- Before each course all surfaces and handles will have been cleaned and disinfected.
- Where possible, doors will be left open to restrict the need to touch the handles/surfaces.
- Hand sanitiser units will be available in multiple areas of the Barn.
- The wearing of face coverings is required at all times other than when you are seated during the workshop/event. We ask attendees to bring their own. However, a limited supply of masks will be available at no charge or visors will be available onsite for sale at £2 per visor.
- Toilets will have hand sanitisers, antiseptic wipes, and paper hand towels available. Waste bins will be available for the disposal of paper hand towels.
- It is the individual's duty to take responsibility for their own safety using the resources made available.

REFRESHMENTS

- Please bring your own food and drink. Tea and coffee facilities will **not** be available.
- There will be **no entry** to the kitchen or access to the fridge.
- Bins will be available to dispose of your waste items.

COURSE/EVENT FORMAT

- The courses being held at Abington Barn are considered essential to help people during these times and improve people's wellbeing.
- Places will be limited for each workshop. This may be different depending on the type of workshop.
- Attendees must book your place on all workshops/events in advance or entry will be refused.
- Chairs will be positioned in accordance with current social distancing rules i.e. at least 2 metres apart.
- Once you have selected your chair/work station, please do not switch your location for the duration of the workshop/event.
- Face coverings do not need to be worn whilst seated but must be worn at **ALL** other times.
- Tutors will adapt their course content to avoid close contact. Although there may be times when you will be asked to put on your face covering.
- The garden will be available if weather permits.

PAYMENT

- If possible payment should be made by BACS in advance of the event.
- If paying by cash, please bring the exact amount and place it in the cash box at reception.
- If the workshop is organised by the Tutor, Students should liaise direct with them for guidance.

GENERAL GUIDELINES

- Attendees should respect their fellow students.
- Please follow social distancing guidelines (i.e. 2m distance between each person).
- Visitors should ensure that they take their personal belongings home with them.
- Signage will be displayed reminding attendees of their obligations.
- A record of your attendance will be recorded for possible test and trace requirements.
- We have a track and trace poster with QR code, should you wish to 'check-in' direct to the NHS Test and Trace app.

TUTORS

It is the responsibility of the Tutor hiring the Barn to ensure that these guidelines are adhered to and advise of any additional guidelines that they have which is unique to their workshop/event.

Tutors must keep a record of all attendees at their workshop for possible test and trace requirements.

LIABILITY

Anyone attending a workshop must acknowledge the contagious nature of the Coronavirus/COVID-19 and that public health authorities still recommend practicing social distancing.

Abington Barn Courses has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19 but cannot guarantee that those attending will not become infected. Those attending must understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 can result from the actions, omissions, or negligence of themselves and others attending.

If you have any questions, please do not hesitate to contact us via email info@abingtonbarncourses.co.uk or 01223 892562.

We look forward to seeing you at the Barn and we very much hope that things will be back to normal as soon as possible.

Abington Barn Courses

October 2020