

The Stones Hotel
Highpost, Salisbury, SP4 6AT
Tel: 01722 782020
www.thestoneshotel.co.uk

The Stones Hotel Guide to working safely during Covid- 19

Working in these challenging times, The Stones Hotel has put together this practical action guide to ensure the safety of our guests and staff. The guide is based on 5 main steps as advised by the MIA (Meetings Industry Association) HSE guidance and PHE.

Our Steps to working safely:

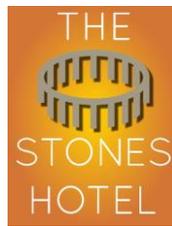
1. During week of 23/3/20 the hotel carried out a COVID-19 risk assessment.

- This risk assessment in-line with Public Health England resulted in the hotel being accepted to open for keyworkers and frontline staff. The assessment was also inline with [HSE guidance](#)
- Our staff were consulted in steps they deemed necessary in each department to be able to continue working.
- The risk assessment was shared with the Management team and it was deemed safe to open the hotel with a skeleton workforce.

2. Develop cleaning, handwashing and hygiene procedures

Signage in hotel to remind staff/guests to increase the frequency of handwashing and surface cleaning by:

- encouraging people to follow the [guidance on hand washing and hygiene](#)
- we provide hand sanitiser around the workplace, in addition to washrooms
- staff are frequently cleaning and disinfecting objects and surfaces that are touched regularly
- enhanced cleaning for busy areas
- clear use and cleaning guidance for toilets
- hand drying facilities – disposable and recycled paper towels
- Minimal room cleaning during a guests stay – dirty linen left outside of room
- Deep clean post stay
- Non contact check out procedure
- Guest information in rooms includes wifi information, social distancing and procedure we have in place



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- Room service for any drinks requirements.

3. Helping our non guest facing staff to work from home

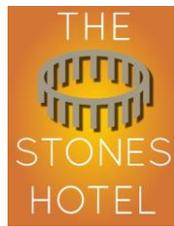
We have an increase in staff working from home and we have taken steps to support them in the new arrangements. discussing home working arrangements

- we have ensured they have the right equipment, for example remote access to work systems
- including them in all necessary communications
- looking after their physical and mental wellbeing with regular communications from our management team.
- A social network for staff to keep in touch.

4. Maintain 2m social distancing, where possible

On site where possible, we maintain 2m between people by:

- putting up signs to remind workers and visitors of social distancing guidance
- avoiding sharing workstations
- using floor tape to mark areas to help people keep to a 2m distance
- Additional check in desk with room keys and check in paperwork ready for arrival to speed up process for check in
- Receptionist on hand but stationed more than 2 metres away
- Sanitisation station on hotel entry
- There is one-way traffic through the workplace
- Separate entry for keyworkers
- Only see visitors by appointment



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5. Where people cannot be 2m apart, we have managed transmission risk

Where it's not possible for people to be 2m apart, we have taken the following steps to manage the transmission risk by:

- considering whether an activity needs to continue for the business to operate
- keeping the activity time involved as short as possible
- using screens or barriers to separate people from each other
- using back-to-back or side-to-side working whenever possible
- staggering arrival and departure times
- reducing the number of people each person has contact

About The Stones Hotel

Board Meetings – Exhibitions – Breakfast Meetings – Product Launches – Training Seminars – Networking Events – Interviews – Corporate Lunches – Corporate Accommodation – Christmas Parties

- Conference & Event Rooms for 2 – 250 people
- Locally Sourced, Hand-crafted Menus
- Professional & Friendly Service
- 44 En-suite bedrooms
- Green Tourism Silver accreditation
- Registered with the MIA

Contact our sales team on

01722 782020 sales@thestoneshotel.co.uk

*Reference: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>