



Unit 1d, Low House Business Centre, Windermere, Cumbria, LA23 3NA

MATSON GROUND ESTATE COMPANY LTD
CORONAVIRUS POLICY & GUIDELINES:
GUESTS STAYING IN MATSON GROUND HOLIDAY COTTAGES

OVERVIEW

PLEASE SEE APPENDIX FOR UPDATES ON MATSON GROUND'S CURRENT POSITION

When Matson Ground Estate Holiday Cottages are open, we continue to adhere to all current guidance and updates. This policy will comply with advice and guidance from the UK Government. We will respond to all subsequent advice or notices issued in a timely manner and within those imposed by the enforcing authorities.

Matson Ground Estate Company will endeavour to reduce the risk of spreading coronavirus to the lowest reasonably practical level.

In order to protect the health and safety of our guests and staff, we have set out comprehensive mitigations in our Covid 19 Risk Assessment which can be found on our website, along with this document.

We will continue to react appropriately and responsibly to any new restriction or legislation.

Due to the ever-changing landscape of this pandemic, we are having to make dynamic adjustments to our existing service.

1. CHECK IN AND CHECK OUT

To ensure that all elements of our rigorous cleaning processes are completed, our check in and check out times have changed until further notice:

1.1 Check in will be from 6pm.

Unfortunately, we will not be able to accommodate early arrivals.

1.2 Check out time will be no later than 9.30am:

i. guests are asked to leave the property as clean and tidy as possible.

- ii. Guests will be asked to remove their bed linen. This may be rolled up and put inside the duvet cover, with all towels.
- iii. Guests will be asked to ventilate the property as much as possible on the morning of their departure.

2. CANCELLATION

This is an uncertain time for everyone. We understand that there may be circumstances which occur shortly before arrival or during the stay which may result in having to cancel a stay or depart early from the property.

- 2.1 In the event that a guest has to cancel their holiday prior to arrival because one of their party has suspected Coronavirus symptoms or has tested positive for Covid-19, Matson Ground Estate Company will firstly offer to rebook the stay for a later date.
- 2.2 If this is not possible, a full refund will be given.
- 2.3 If a guest shows Coronavirus symptoms or tests positive for Covid-19 whilst staying in the property and returns home before the end of their stay, a refund for the time lost on the stay will be given.

3. IF A GUEST DEVELOPS OR ARRIVES WITH COVID-19 SYMPTOMS

If a guest arrives at a property with symptoms of COVID-19 they must declare it to the Matson Ground Estate Company and will be advised to return home as soon as possible.

If a guest is displaying signs of the Covid-19 virus, on arrival or while staying in a Matson Ground Holiday Accommodation, they should inform Matson Ground Estate Company, immediately self-isolate where they are to minimise any risk of transmission, and request a test. If they are confirmed to have Covid-19, they should return home if they reasonably can. They should use private transport but only drive themselves if they can do so safely. A refund will be given for any loss of stay.

If a guest cannot reasonably return home (for example because they are not well enough to travel or do not have the means to arrange transport), their circumstances should be discussed with Matson Ground Estate Company and an appropriate health care professional. If necessary, the local authority may be consulted.

Guests should follow government guidance on dealing with possible or confirmed coronavirus (COVID-19) infection. Once the guest has returned to their main residence, they should continue to follow the government guidance on self-isolation, household isolation and social distancing.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

4. COTTAGE FACILITIES and ADDITIONAL REQUESTS

All Matson Ground Cottages are Visit England assessed as 3 or 4 star which means they are appointed to a high standard.

4.1 To avoid the possibility of excessive touchpoints and to allow completion of our cleaning procedures, there are some non-essential items which have been removed from each holiday cottage

- Additional bedspreads or throws
- Some decorative furnishings and cushions
- Magazines, games and some books
- local guides and information
- Some non-essential kitchen equipment
- Additional sets of cutlery and crockery other than that required for the maximum number of guests allowed at the property.

4.2 All guests during their stay will be asked to keep the house as clean and tidy as possible during their stay.

- Please strip beds which have been used. PLEASE LEAVE WRAPPED INSIDE THE DUVET COVER.
- Keep the property well ventilated during your stay and on the morning of departure.

4.3 Additional items will be provided, to reassure guests of our commitment to providing a clean and safe environment:

- Anti-bacterial handwash
- Hand sanitiser
- Covers for all remote-control units – Please do not remove from the bag as these can be operated from within.
- Additional virucidal cleaning materials and cloths which can be found under the sink in each property for your use.

5. CLEANING

All our cottages are cleaned to a very high standard on a regular basis by our Housekeeping service. This gives us the peace of mind that we are offering the best for guests and their families by way of hygienic accommodation under normal circumstances. Using guidance from the UK Government and professional bodies we have put in place the following:

- Our cleaning will be focused, as usual, on promoting excellent hygiene
- All cleaning carried out will aim to minimise the risk of transmission within each property
- All cleaning is risk assessed to protect guests and staff
- A 'deep clean and sanitise' protocol has been adopted in all properties
- Specifically, but by no means exhaustive, this will include the following broad procedures:
 - Preparation of the property: removal of waste, clear fridge and cupboards, dishwash all kitchen equipment
 - Mattresses and pillows will be disinfectant sprayed between stays
 - All surfaces and potential 'touch points' within the property cleaned with soap-based detergent followed by a virucidal disinfectant
 - Housekeepers will wear full PPE which will be changed between each property clean
 - Clean gloves will be put on to remake the bed with fresh linen

ABOUT THE NHS TEST AND TRACE SERVICE

The NHS test and trace service:

- 1) provides testing for anyone who has symptoms of coronavirus to find out if they have the virus
- 2) gets in touch with anyone who has had a positive test result to help them share information about any close recent contacts they have had
- 3) alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus
 - This is done through the NHS Covid 19 App which can be downloaded onto any smartphone: <https://covid19.nhs.uk/>
 - It is not mandatory for guests to download the App . If guests do not have a smartphone, alternative methods are in place through our online booking system.

By following instructions to self-isolate, people who have had close recent contact with someone with coronavirus will be protecting their family, friends, colleagues and other people around them, and will play a direct role in stopping the spread of the virus.

REVIEW

This policy will be reviewed regularly and revised in response to any future updates.

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APPENDIX

MGECL revised position following Government announcements on on 5 January 2021

England is now in a full National Lockdown with variations in the devolved nations (Wales, Scotland and Northern Ireland). We are therefore required to close our cottages to holiday guests until further notice. Some properties will remain open for NHS workers or those needing to travel due to work. A full refund will be given to guests having to cancel their stay due to Covid restrictions.

For further information on the new National Lockdown rules, follow the link below:

<https://www.gov.uk/guidance/national-lockdown>