



COVID-19 GUIDANCE - LODGE

Office working

- The customer part of the Lodge will be closed for Scout cleaning at 7am – 7.30am.
- The office space behind the Lodge will be closed at 7.30-8am for scout cleaning.
- Porters are also expected to clean work surfaces and equipment (screens, keyboards, phone, CCTV, pyrotec equipment etc.) with sanitising products (supplied) prior to commencement of shift and throughout it.
- The Kitchen and equipment will require cleaning and clearing throughout the shift and all items put away before shift change.
- Hand sanitiser must be used as necessary.
- Porters will collect meals in accordance with the arrangements made with the kitchen. Meals may be eaten in the rear of the Lodge. All rubbish must be disposed of immediately after eating in the bins provided and individual's crockery and cutlery washed, dried and put away.
- No personal belongings should remain in the Lodge; all items are to be removed after the end of each shift. Need to be taken home, all of them.
- Lost property will be bagged and removed from the Lodge to storage.
- Gap between colleagues in line with social distancing guidelines to be maintained at all times.
- Lodge porters are to regularly wash their hands particularly after handling mail/ keys.

Post

- All deliveries to be contactless.
- All visitors to the Lodge will be instructed to sanitize their hands at the station provided in the Lodge.
- The area behind the Lodge desk is out of bounds to all non-Lodge personnel with the exception of housekeeping staff
- The Porters are to wash their hands after handling mail/Parcels.
- Access to the Pidge room is restricted to one person at a time, Parcels to be collected from table next to Parcel room. All departments and Fellows post delivered to SCR – Porter to wear face covering.
- Social distancing must be observed inside the Lodge at all times. A Max of 6 people in the lodge at any one time.

Visitors

- Signage will be provided for direction of flow into and out of the Lodge. The Porters will control access and egress at all times.
- Floor signage will mark out social distancing between desk and visitor
- A protective screen is provided to protect the Lodge Porters.
- Hand sanitiser provided for porters to be used following handling of mail/ keys etc.
- All payments at the Lodge are to be contactless.