

MCG Cottage - Covid operating procedures March 2021

The committee point out that it is not possible to eliminate the risk of Covid infection at the cottage. We hope though to minimise the risk, by following various sources of guidance and taking sensible precautions. Individual members of the MCG will have a different appetite for risk. Members need to understand and respect that.

It is still important that we follow government guidance in the event that a Covid-19 infected person is traced to having been at the cottage. If that happens, it will be important that we have good records of who has attended at our cottage and when, and that we can be seen to have made a good attempt at following government hygiene guidelines. If you are unwilling to have your attendance recorded then you should not attend.

Please remember that we do not employ cleaners at our premises. Members must clean up after themselves and should expect that previous visitors have done likewise, but observe that the standard of any previous cleaning cannot be guaranteed.

The committee have prepared these guidelines for the use of our cottage as we emerge from the pandemic; please respect them. We do of course welcome your feedback and we will continue to review our cottage usage procedures from time to time as new government regulations and guidance are published.

To facilitate operation of the cottage:

1. All members are to follow the provided sanitisation instructions. Handwashing at the outdoor sink on arrival and before entering the library, tackle store and drying room is vital. The toilets have detailed instructions for use!
2. All members are to swipe their card key or fob on a controlled door when using our buildings. This will provide us with the information we need should we ever have to trace an infection event. We are able to reconcile the access system logs with the booking system.
3. You should find QR codes to scan in all our buildings.
4. The schedule of usage of the showers and changing room is to be arranged amongst the members present. Rather than wait, you may want to change outdoors and/or travel home without a shower.
5. In the kitchen, members may want to clean kitchen equipment before using it. Do not rely on there being club supplies of tea, coffee and sugar.
6. In the bunkrooms, individual bunks beds should be labelled with a date time when they are vacated. If another household uses the same bunkroom within 72 hours, they should use different bunk beds to the previous occupants.
7. Please wash your hands before entering the library and handling any books or other items. You should carefully consider hygiene issues when handling frequently accessed library books such as Mendip Under Ground; please bring your own copy with you if you have one.

8. All loaned tackle is to be thoroughly cleaned after use and then quarantined for a period of 72 hours. Cave keys are an exception, these should be washed and returned to the tackle store immediately after use. Luggage labels showing a date and time should be attached to each item of equipment to be quarantined and the quarantined items placed in the drying room. You may need to retrieve quarantine expired equipment from the drying room for your trip. Please complete either the electronic gear log or paper tackle log sheet accurately and legibly. It would be helpful if members could return any quarantine expired equipment from the drying room to the tackle store, removing last used labels as you do so. Please wash your hands before entering the tackle store or drying room and handling club equipment.
9. Users of the cottage are to manage their own recycling (bottles, cans etc.), leaving nothing at the cottage for others to deal with. All rubbish should be placed in the outside bin and no food left in the kitchen or fridge. Please look all around the cottage for any waste bins that could be emptied before you leave and empty them.
10. To help minimise the risk from Covid, users of the cottage are urged to increase its ventilation by opening doors and windows.
11. The principle of the booking system is first come first served. Member's children and any other of their own household members (e.g., a partner) are welcome to stay overnight indoors but bookings for other guests will not be accepted at the present time. Each booking should be in the name of an individual MCG member and should include the number of their own household member's attending with them. Please make sure you request the use of a bunk room or camping for an overnight stay, or state if you want to visit for the day only. For shorter caving trips, it will help minimise numbers in the building if only one member of the party books in to the cottage to borrow and return tackle. Two committee members (Dave L and Bill C) are able to operate the booking system, so response time should be good. If you do not hear back in a day or two, please get in touch with us. Please remember to **cancel** your booking if you are not going to attend when booked (do this by submitting a new booking for the same date(s) with an obvious note to say that you are cancelling).
12. With fewer folk in the cottage, the call-out board should not be relied upon. Caving parties should make alternative call-out arrangements.
13. Payments for overnight stays etc should be made using the iPad and card-reader in the kitchen. Please use the keypad icon to bring up a dialog for entering the amount to be paid and VERY IMPORTANTLY, a description of for what and by whom. Overnight campers should pay the overnight fee as normal. Please make other arrangements to pay if you cannot use the card-reader (such as cash in the traditional way or bank transfer).
14. Due to our reduced income from bed nights, booked day visitors who use the cottage facilities are encouraged to make a donation of say £2 per day, paid in cash in a donation box or using the card-reader. Again, please remember to include a description on any card payment.

15. The committee will not be able to state to members which caves are open for visiting. Members will have to make their own enquiries which the committee may be able to help with.
16. We have completed a detailed risk assessment which will be made available on our web site.

Bill Chadwick MCG Secretary – 23rd March 2021