

## MCG Cottage Access July 2021

The committee have recently reviewed the way in which members can access our facilities taking regard of the relaxation of the government's pandemic restrictions and guidance from the 19<sup>th</sup> July.

The government guidance here

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

states that whilst most restrictions have been lifted, Covid cases are still high and we should remain cautious and respectful of others.

We still have an obligation to support venue check-in, see here

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

So, from the **19<sup>th</sup> July**, please observe the following:

1. There are no limits on the number of day visitors.
2. There is no longer any limit on the number of members or guests who may stay overnight.
3. We will shortly make available an online member's overnight stay calendar with read/write access for the entire membership. We envisage that reservations will be automatically added to the calendar using a very simple online form. This will be available on the member's only area of our web site. Out of respect to your fellow members, we urge that you all make reservations using this new system. Most of you will want to know how busy or otherwise our accommodation will be before you stay. Of course, you may still just turn up without making a reservation, but folk with reserved places will have priority over walk-ins. This is perhaps just a modern take on the old procedure of pre-booking a bed on the paper sheets in the cottage (we may look at individual bunk reservations in the future).
4. Please be respectful of others who might want to socially distance, increase ventilation etc. whilst at the cottage. We will retain and maintain the enhanced hand washing facilities etc. introduced earlier in the pandemic.
5. To support venue check-in please do one, or more, of the following when you, or your guests, attend the cottage:
  - a. Swipe your card key or fob
  - b. Check-in using the NHS app QR code we have displayed
  - c. Check-in using a new MCG QR code displayed at the cottage – this will invite you and your non-member guests, to record their name and telephone number
  - d. As a last resort (e.g. for guests with no internet connected device), please write the date and the name and phone number of each visitor on a slip of paper and post it into the hut fees box opening in the lounge.

We cannot use a simple paper sheet for a name and phone number log as leaving it visible to everyone would contravene GDPR regulations. The names and phone

numbers obtained from the MCG form will be treated in accordance with the guidance here <https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/coronavirus-recovery-data-protection-advice-for-organisations/maintaining-records-of-staff-customers-and-visitors-for-contact-tracing-purposes/>

6. To comply with the conditions of our Public Liability insurance provided through the British Caving Association, we are required by the BCA, to record details of all guests joining an MCG caving trip. The details required are name, address, venue and date. This applies equally to prospective members, children of members and friends. These “guests” may only make four MCG trips before enrolling as members of the BCA. Observe that as the MCG does not admit under 18 members, the parent or guardian of any under 18’s must ensure that youngsters join the BCA before making their fifth or further trip with MCG. We will very shortly, have yet another online form available, again via a QR code in the cottage and as link on our website, for the recording of “guest” trips. Once again, this automation helps us comply with GDPR regulations. The data gathered during the year has to be submitted to the BCA at annual renewal time.

Bill Chadwick MCG Secretary – 22<sup>nd</sup> July 2021