

COVID-19: information for Guests

Should it become necessary, we will update in-person guests on changes to COVID protocols closer to the date of the conference, taking account of the latest government regulations and advice to ensure that our events remain within the latest rules set for business meetings and of course regulations are still subject to change.

Please do not attend the conference if you or anyone in your household ...

... is displaying COVID-19 symptoms (a new continuous cough, a high temperature, a loss of, or change in, normal sense of taste or smell); have recently been symptomatic; have tested positive for COVID-19; or if you have been in contact with – or have been identified by NHS Test and Trace as someone who has been in close contact with – a symptomatic person. Guests are asked to declare immediately if they should develop symptoms while at Ditchley.

International travel restrictions and testing requirements

International guests are responsible for checking the COVID-related travel restrictions and requirements in place **before they travel** to the UK, including any quarantine or testing requirements, both in the UK and in their home country. Ditchley will not be liable for any additional costs incurred.

NHS Test and Trace

For the purpose of supporting the NHS Test and Trace programme, the Foundation will collect and maintain details of all visitors to Ditchley Park. All data will be handled in accordance with GDPR; GDPR allows us to request contact information from our visitors and share it with NHS Test and Trace to help minimise the transmission of COVID-19 and support public health and safety. ***If you do NOT authorise us to hold your details for this purpose, please let us know prior to arrival, or on arrival.***

As an alternative, Ditchley will display the **NHS Test & Trace QR code**, which you may scan using your mobile device on arrival. (The Test and Trace app/QR code automatically 'checks out' at midnight each day, so guests using the app will need to rescan the code ***each morning*** they are present at Ditchley.)

Temperature checks, lateral flow tests and PPE

A handheld temperature-check device will be available for discretionary use on request throughout the event, but temperature checking of guests will not be mandatory. Rapid lateral flow test kits will be available, on request, for anyone who feels they are developing symptoms. You would be expected to withdraw in the event of a positive result.

We encourage you to make frequent use of the hand sanitisers which are available in every room, and to wash hands with soap and water as regularly as possible.

Face Coverings and Social Distancing

The government has lifted the requirement for face coverings and strict social distancing. However, for the comfort of your fellow guests, please be conscious of 'personal space'. We are fortunate enough to have large, well ventilated rooms, and windows will be left open when and where possible. The smaller number of guests also allows plenty of room to circulate. If you have any concerns, however, please do not hesitate to speak to our House Operations Manager (Gareth).

Cleaning regime

Our Domestic staff have been trained in COVID-19-specific cleaning regimes. All public areas of the house will undergo continual cleaning during events, with particular focus on 'touch points' such as door handles, bannisters, push plates and the delegate microphones.

First aid

Should you require first aid, our First Aiders will request that you wear a medical face mask (provided by Ditchley) before first aid will be administered. Our First Aiders will be wearing a medical face mask, visor and gloves when attending you. Please ask for first aid assistance in the Great Hall.

