

Welcome to Ivy Cottage!



Cottage Information

We hope you have a very relaxing holiday with us.

Information about the cottage and local area is currently provided in this PDF format while coronavirus is still circulating within the population in the UK. It's one of many small things we have changed at the cottage to make it as safe for you as possible during this time. Please see the Covid-19 section for more information.

With our best wishes,

Hilary & Eric Rooney (Owners)

Ivy Cottage, Whitebeck Lane, Priest Hutton, Lancashire LA6 1JP

Visit our website at: ivycottagepriesthutton.co.uk

Contents

Pages

Ivy Cottage A-Z	3 - 6
Local Services and Facilities	6 - 7
Things to see and do...	8
Some local walks...	9
Instructions for lighting the stove	10 -11
How to operate the Dimplex electric radiators	12
Fire safety information	13
Covid-19 What are the symptoms	14
What to do if symptoms occur during your stay	14
Covid-19 Enhanced Cleaning Procedure	15
Covid-19 Cleaning Schedule (information only)	16 -17

Appliances

Instruction manuals for the cooker, hob, dishwasher and microwave can be found in the kitchen drawer next to the washing machine. We have assumed that other kitchen appliances are self-explanatory! All TV instructions can be found in the top drawer of the sitting room TV unit.

Bins

The bins are kept on the paved area just outside the sitting room window, accessible via the kitchen door or the front door and through the gate.

Please recycle as much of your waste as possible. Bins are provided in the kitchen for you to gather items for recycling before transferring them to the outside boxes.

The two **recycling boxes** with lids are for mixed recycling; please separate as follows:

Box 1 - Mixed paper and card. Includes newspapers, magazines, cardboard packaging, cardboard boxes, envelopes, junk mail and catalogues.

Box 2 - Mixed glass, metal tins/cans and plastic. Includes glass bottles and jars, drink and food cans, plastic bottles (including drinks bottles, shampoo/shower gel containers etc), plastic meat/fruit/veg/bakery trays (any colour), plastic pots and tubs.

Please wash items before placing in recycling. Plastic in particular is more valuable to the reprocessing companies if it is clean.

The **grey wheelie bin** is for all household waste which cannot be recycled. You should also put kitchen waste, including fruit and vegetable peelings, in this bin.

The **green wheelie bin** is for green garden waste only, so you are unlikely to use it.

Bins are collected early (around 8.00am) on **Thursday** morning (or Friday after a Bank Holiday Monday) and we would be grateful if you could take the appropriate bin/boxes to the road and position them next to the front gate on Wednesday evening. There is a calendar of bin collection dates on the kitchen notice board. If you forget, don't worry - we will check the bins have been put out when we do our own!

Please empty all the bins inside the house before you leave.

Books, maps and games

Normally we provide a nice selection of books, games, maps etc. Unfortunately, during this period when coronavirus is circulating, we have been advised to remove them to make thorough cleaning easier.

Departure day

We ask that you leave by 10 a.m. on your departure day. This is to allow us sufficient time to prepare the cottage and do any work necessary in the garden before the next guests arrive. Before you go, please:

- Clear the kitchen cupboards and fridge of any leftover food and drink.
- Empty all bins.
- Check you have all your belongings with you, especially phone chargers, plus anything you may have stored in the shed.
- **During the coronavirus period only, please also strip beds and place the bedlinen, towels, tea towels and oven gloves in the laundry bags provided.**

Dogs

Dogs are welcome at Ivy Cottage, but **please keep them off the furniture in the sitting room and do not allow them to go upstairs.** A stair gate is provided at the bottom of the stairs if your dog is likely to wander.

The kitchen has plenty of space for a dog bed etc.

The two gardens (front garden and side garden, across the driveway) are both fully enclosed but some of the old stone walls are only hip/waist-height and they will not keep in a determined canine escapologist! You know your own pet's personality and capabilities, so you will need to judge for yourself whether the enclosure is adequate to contain your dog if left momentarily unattended.

So that the neighbours are not disturbed in your absence, dogs should not be left alone in the house or either garden, nor should you allow them to roam around the courtyard outside the back door, even if you are with them. It goes without saying that you should clean up any mess in the garden.

Feedback

We welcome feedback from guests about how we are doing, or if there is anything you think we could provide to make your stay more comfortable. You can do this via the Visitor's Book if you wish, speak to one of us directly, or just leave me a note.

If you have booked through Sykes Cottages, please consider leaving review about your stay, or alternatively a Guest Review on our website would be appreciated! You can find us at ivycottagepriesthutton.co.uk/guestbook.

Fire safety

We take fire safety very seriously and we ask guests to observe the following requests:

- Ivy Cottage is non-smoking, so please do not smoke in or around the property.
- Unprotected candles should not be used in the cottage; votives are provided for night lights or small pillar candles. Remember to extinguish them last thing at night. Due to the amount of combustible material, we ask that you do not use any candles in the bedrooms.
- Keep matches out of the reach of children.
- Make sure the stove door and air vents are closed at night, and there is nothing combustible nearby.
- Do not dry clothes over heaters or near the wood burner.
- Take special care to ensure the hob and oven are switched off in the kitchen.

As holiday cottage owners, we have conducted a Fire Safety Risk Assessment. In brief, the measures we have put in place to help ensure your safety are:

Interlinked mains-operated smoke/heat detectors on all floors.
Fire blanket in kitchen and powder fire extinguisher on the first floor landing.
Door closers to keep the kitchen and bedroom doors closed at night.
Rechargeable torches outside bedrooms in the event of a night-time emergency exit.
Night latches on external doors so you can easily get out at night without a key.

In the event of a fire, only attempt to tackle it yourself with the fire blanket or fire extinguisher if it is very small. Your priority should be to get everyone out safely.

Heating

Heating is supplied by a variety of means during colder months.

The two **storage heaters** in the sitting room and on the stairs use night-time electricity to heat up, then slowly release their heat throughout the day. You can increase the heat in the sitting room by adjusting the heat dial inside the flap on the top right, by pressing the 'boost' button on the side of the heater or by turning on the fan inside the heater to circulate warm air round the room. The switch for the fan is behind the curtain. There is only a finite amount of heat stored in the heater - if you increase the amount of heat being released during the day it will cool down sooner in the evening. The heater on the stairs is pre-set and is not adjustable, other than to switch it off. Please bear in mind that if you turn either heater off at the main switch overnight, there will be no heat from it at all during the following day.

The **electric radiators** in the bedrooms and kitchen have thermostats and are timed to switch on and off during the day to keep a pleasant temperature in the rooms.

Kitchen	7.30-9.30am, 12 noon-1.00pm, and 5.30-8.00pm (approx)
Bedrooms	7.30-9.30am and 9.00-11.00pm (approx)

You can increase the temperature by turning the temperature dial clockwise so that the heater stays on longer before switching off when the chosen room temperature is reached. In very cold conditions, you can change the slider switch to the manual (hand) setting for continuous heat. Full operating instructions can be found in the back of this folder.

The bathroom radiator and en suite bathroom towel rail can be switched on and off manually to suit your needs.

If you want to light the **wood burner** in the sitting room and you are not familiar with how to do this, there are some instructions in this document. A starter supply of fuel is provided, and further supplies may be purchased from us, or from local supermarkets and garages.

Hot water

All hot water is provided by an immersion heater located in the tank cupboard in the second floor bedroom. The heating element can be noisy as it heats the water so the timer clock is set to switch it on during the day when this should not disturb you. Please do not try to alter the position of the timer pegs. Should you need extra hot water, you can override the timer by pushing down the small red switch on the right side of the timer mechanism. Please be aware that hot water takes a little while to reach the kitchen tap.

There is a bolt at the top of the tank cupboard door to prevent entry by children. Please make sure this bolt is engaged if you have children with you.

Keys/ Locking up

You will be given two keys; the smaller one operates both Yale-type locks on the porch and front doors, and larger one is for the kitchen door. There is a key safe located on the side of the house near the outside light (code 2002) and we suggest you consider leaving the keys in the safe when you go out. As you close the cottage doors on exiting they deadlock automatically. The locks cannot be deadlocked from the inside so it is always possible for you to escape in an emergency without needing to find a key.

You will notice that the doors also have mortice locks. For fire safety reasons we do not provide guests with keys for these and they are only used by us for extra security when the cottage is empty.

Septic tank

There is no mains drainage here so all the houses have septic tanks for disposal of foul water. These work perfectly well provided they are used properly. All the water from flushing loos, showering/bathing, the dishwasher and the washing machine runs into a tank in the ground from

where the liquid filters through. Everything left behind is broken down by bacteria into a substance not unlike garden compost and periodically emptied by specialist contractors. Problems can arise when items end up in the tank which do not break down and subsequently clog up the filters, causing liquid to fill the tank and spill over. Someone then has to physically clear the blockage - not a pleasant job!

To prevent this, please only flush what nature intended, plus loo paper.

Do not flush the following items:

Face/body cleansing wipes, bathroom cleaning wipes, cotton wool, cotton buds, dental floss, baby wipes, nappy liners, nappies, latex items or feminine hygiene products.

These should be disposed of in the bin. Disposal bags are provided if required.

Ivy Cottage's tank is shared with two other houses. If something goes wrong it affects all three properties, so Please Be Septic Tank Aware! (I really must re-think that slogan.)

Shed

There is a lockable shed in the side garden (on the opposite side of the driveway) for storage of bikes or other equipment. The code for the padlock is 1812.

Shower

The en suite shower uses hot water direct from the immersion tank and is operated by a single dial with a lever. Swing the lever anti-clockwise to start the flow; the further you turn it the hotter the water will be. Even at its hottest the water is set to heat only to a safe temperature.

Visitor's book

If you find any particularly good places to eat or things to do during your stay, please share them in the visitor's book for the benefit of future guests.

Wi-Fi

We are fortunate to have hyper-fast broadband in Priest Hutton, which also means really good, fast Wi-Fi. You have free, unlimited use at Ivy Cottage.

The Ivy Cottage internet identifier is: GNX3FF9A3
The passkey (passcode) for this account is: CJ23JCZ9N9K3

Local Services and Facilities

Accident & Emergency Department

Lancaster Royal Infirmary, Ashton Rd, Lancaster LA1 4RP 01524 65944

Doctor's Surgeries

Ash Trees Surgery, Market St, Carnforth LA5 9JU 01524 720000
Park View Surgery, Haverflatts Lane, Milnthorpe LA7 7PS 01539 71555
Park View Branch Surgery, 21 New St, Carnforth LA5 9BX 01539 71555

Chemists

Boots Pharmacy & Co-Op Pharmacy, both Market St, Carnforth

Vets

Burch Tree Vets, 39 Lancaster Rd, Carnforth LA5 9LD 01524 720002
btvets.co.uk

Carnforth Pet Care, Greenlands Farm Village 01524 805072
carnforthpetcare.com

Bike supplies/ repairs

Dyno-Start Cycle Centre, 1-3 Scotland Rd, Carnforth

Supermarkets

Aldi - Scotland Rd, Carnforth LA5 9JZ
Booths - Scotland Rd, Carnforth LA5 9JZ
Tesco - Lancaster Rd, Carnforth LA5 9LD

Asda - Burton Rd, Kendal LA9 7JA
Morrisons - Central Drive, Morecambe LA4 4DW / Queen Katherine's Ave, Kendal LA9 6DU
Sainsbury's - Cable St, Lancaster LA1 1HH / 253 Lancaster Rd, Morecambe LA4 5TJ

Public transport

Bus service Stagecoach 555 service Lancaster - Kendal - Ambleside - Keswick
(Hail-on-demand bus stop at the T- junction where the road into the village turns off A5060 Carnforth to Burton-in-Kendal. This side of the junction to go south to Carnforth and Lancaster. Opposite side of the road for Kendal/ Keswick. Stick your arm out as the bus approaches and it will stop! Visit www.stagecoachbus.com and enter route number for current timetable.

Railway station

Nearest station is Carnforth. South to Lancaster and Preston, north to Penrith, Carlisle and Scotland. Branch line to Silverdale, Arnside, Grange-over-Sands, Cartmel and Ulverston.

Nearest Restaurants

Longlands Inn & Restaurant
Tewitfield Marina, Carnforth longlandshotel.co.uk

Water's Edge
South Lakeland Leisure Village www.pure-leisure.co.uk

King's Arms
Main Street, Burton-in-Kendal www.kingsarmsburton.co.uk

Cafés

Wellies Café, Greenlands Farm Village
Beetham Nurseries & Garden Centre Café
Carnforth Station Café & Visitor Centre
Café Edelweiss, Carnforth

Takeaway

North St Chippy, Carnforth
T'other Chippy, Carnforth
China Essence, 2 Scotland Rd, Carnforth, LA5 9JY
Spice Touch, Station Buildings, Warton Rd, Carnforth LA5 9BS

Things to see and do... just some ideas, by no means a comprehensive list!

Some attractions are opening on 12 April; others will not be open until at least 17 May. Please check the current situation using the links provided.

	How far? (miles)	What's there?	Further information
Greenlands Farm Village	0.9	Farm Visitor Centre, children's soft play, café and shops	www.greenlandsfarmvillage.co.uk
Carnforth railway station	3.5	Visitor centre, cafe and filming location of 'Brief Encounter'	www.carnforthstation.co.uk
Leighton Hall	4.5	Former home of the Lancashire Gillow (furniture makers) family	leightonhall.co.uk
Lakeland Wildlife Oasis	4.7	A little zoo with mammals, reptiles and insects	wildlifoasis.co.uk
Beetham Nurseries	6	Plants, gardening supplies, gifts and café	www.beethamnurseries.co.uk
RSPB Leighton Moss	6	Bird reserve, home of 'Autumnwatch' until 2014	www.rspb.org.uk Then go to 'Reserves A-Z' and find Leighton Moss
Silverdale	6	AONB overlooking Morecambe Bay	www.arnsidesilverdaleaonb.org.uk
Arnside	8	Small seaside town, lovely walks, a few shops and cafes. Great fish and chips!	www.arnsidesilverdaleaonb.org.uk You can pre-order your takeaway from the Arnside Chippy at arnsidechipshop.co.uk
Kirkby Lonsdale	9	Pretty town with quirky shops and eateries, Devil's Bridge, Ruskin's View	kirkbylonsdale.co.uk
Levens Hall	10	Elizabethan house and world-famous garden topiary	levenshall.co.uk
Lancaster	11	Castle, museums and high street shopping	www.visitlancaster.org.uk www.lancastercastle.com
Kendal	13	Quaker Tapestry Museum, Abbot Hall Art Gallery, plus usual shops	www.quaker-tapestry.co.uk Abbot Hall Art Gallery currently closed for redevelopment.
Sizergh Castle	13	National Trust medieval house and gardens	www.nationaltrust.org.uk
Ingleton	15	Yorkshire Dales town famous for its caves and waterfalls	www.ingletonwaterfallstrail.co.uk
Sedburgh	19	Second-hand bookshops galore, Farfield Mill	www.farfieldmill.org
Cartmel	21	Priory, Michelin-starred restaurant, racecourse and sticky toffee pud	www.cartmelpriory.org.uk www.lenclume.co.uk
Holker Hall	22	Stately home near Grange-over-Sands	www.holker.co.uk
Bowness-on-Windermere	23	Nearest Lake District resort. Shops and boats	windermere-lakecruises.co.uk/
Brockhole	24	Lake District Visitor Centre, Arts & Crafts House and all sorts of outdoor family activities	www.brockhole.co.uk

Some local walks...

Walking route to Longlands Inn (about 1 mile, 2 miles return)

Head back through the village the way you came in when you drove to Ivy Cottage. Continue past the village green and the donkey field, then you'll see a track on your left. This is called Kirkgate (there's no sign), and was originally the lane villagers used to walk to church in Warton (the 'mother' church of the Parish) before St Mary's was built. The track ends at Tewitfield Methodist Church, next to the canal. Turn right, and the Longlands Inn is 350m or so along the road on your left. If you prefer you can get onto the canal footpath at the Chapel and walk along to the Longlands past the marina.

This is a much safer (and quicker) route than using the main roads as there's no proper path alongside the A6070. If you're walking at night you'll need a torch as there are no streetlights in the village.

Priest Hutton & Borwick Loop (about 2.5 miles)

Turn left out of Ivy Cottage gate and walk up the hill past the farm. As you get near the top of the hill and round the bend (it's pretty steep!) turn around and you should have a nice view of Morecambe Bay sparkling away in the distance. Follow this lane, bearing right when you see two tracks going off on the left, then after about a mile, turn right at the T-junction. Walk back along Capernwray Road through Borwick (be very careful as there's no path and the road has some blind bends) until you get to Borwick village green. Turn right here, and follow the road back up to Priest Hutton, past the Church and village hall. As you get to the first proper right turn in Priest Hutton, you'll see Ivy Cottage.

Priest Hutton & Borwick Short Loop (about 1.5 miles)

Turn right out of Ivy Cottage gate, then left, and walk down the road to the village hall and Church. The Church is usually open between about 10am and 3pm if you want to have a look inside. At the far side of the Church is a stile. Go over this and up and over the hill, keeping close to the edge of the field. You'll find a narrow gate at the far end next to the road. Turn right along the road, and right again at Borwick village green. Follow the road back to Priest Hutton as before.

The Lancaster Canal at Borwick (variable, 2.5 or 4.5 miles)

Turn right out of Ivy Cottage gate, then left, and walk down the road past the village hall and Church. Carry on to Borwick village green, then turn right. You'll see Borwick Hall on your left (now an outdoor education centre), and shortly after this the canal bridge where you can get on to the canal path. If you go right you will end up at the Longlands Inn, and you can return to Priest Hutton via Kirkgate (see Walking route to Longlands Inn).

Total route about 2.5 miles.

Turn left along the canal path, and you are heading towards Carnforth. If you're lucky you'll see kingfishers on this stretch of the canal. Come off the canal path at the second bridge, then turn right along Kellett Lane (left as you walk up from the canal path as you have to go under the bridge and come up the far side). At the T-junction at the end of Kellett Lane, turn right and this will take you back to the canal bridge and then Borwick green, where you turn left to return to Priest Hutton.

Total route about 4.5 miles.

PLEASE NOTE:

KEEP YOUR DOG ON A LEAD AT ALL TIMES ON THE ROADS AND WHEN CROSSING FIELDS. FARMERS TAKE A DIM VIEW OF DOGS HARASSING SHEEP, ESPECIALLY WHEN THEY ARE EXPECTING OR HAVE NEW LAMBS.

BE WARY OF COWS. THEY ARE PROTECTIVE OF THEIR YOUNG, PARTICULARLY IF YOU HAVE A DOG WITH YOU. IT MAY NOT BE OBVIOUS THERE ARE COWS IN THE FIELD UNTIL YOU ARE SURROUNDED!

DOGS CAN RUN FREE ON THE CANAL PATH, BUT PLEASE BE AWARE OF OTHER USERS.

Instructions for lighting the stove

Ours is a multi-fuel stove which means that in theory it can burn either wood or coal, but we only use logs as they are freely available and are much cleaner to handle and burn than coal.

You'll need: **newspaper**, **kindling**, **logs** and **matches**.

1. First use the poker to rake any remaining wood ash through the grate. There needs to be space for air to flow up through the grate from underneath, though the grate doesn't need to be completely clean.

2. Make some paper nuggets for the base of the fire. Hold a double-page piece of newspaper lengthways and scrunch it into a rough concertina along its length. Wind this concertina tightly around your hand, slide it off, and tuck the end in to secure it. You'll need 7/8 of these to line the grate in a single layer.



3. Next add kindling. 6-8 pieces (depending on size) arranged in a lattice on top of the paper should do it.



4. Then place two or three smallish logs on top of the kindling.



5. Open the air vent at the bottom of the stove fully. Leave the top vent closed.



6. Now light the paper nuggets in a couple of places, only closing the door when you can see that the flame has taken.

Leave the air vent fully open for a few minutes while the fire gets going, then you can partly close it if you wish. The fire always needs a bit of air (oxygen) going in, so don't close the vent completely, apart from last thing at night before you go to bed. With lots of air going in the fire will burn hotter and consequently the wood will burn away quicker, though you will get more flames and a better appearance. With less air going in the wood takes on a more smouldering/glowing appearance but will last longer. After a few minutes add more logs, then more as you need them. Don't let the logs burn away too much before adding another.



You may need to empty the ash pan in the compartment beneath the grate now and again to allow an unimpeded air flow through the grate. The frequency will depend on the amount of wood you are burning. Only empty the ash pan when it is cold. Wrap the ashes in newspaper and dispose of in the grey wheelie bin.

Please remember to make sure the stove door is closed and to close the air vent at night.

How to operate the Dimplex electric radiators

THERMOSTAT DIAL

This allows you to set the temperature of the room. A higher number will give you a warmer room. When the room temperature you have selected is reached, the thermostat will turn the heater off. You may need to experiment to find a heating level that suits you. If the heater doesn't turn on, it will be because the room temperature is already higher than the thermostat setting.

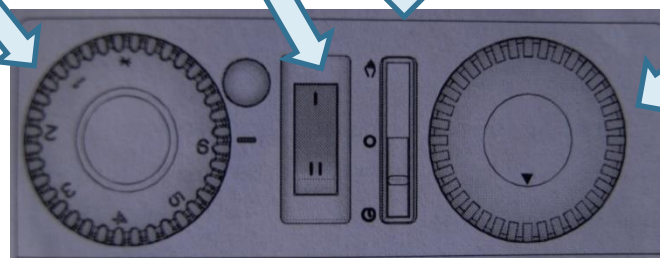
SLIDE SWITCH

For **automatic operation** of heater, slide switch to bottom position (clock symbol).
To **turn the heater off**, slide to middle position (O symbol).
To **override the automatic timings and have the heater on all the time**, slide to top position (hand symbol).

I = half heat
II = full heat

TIMER DIAL

The automatic heater operation times have been set for each room. In the automatic setting (clock symbol), bedroom heaters come on twice a day, morning and evening. The kitchen heater comes on three times; morning, middle of the day and evening. Please do not alter the timings which have been set.



The bathroom heater doesn't have a timer option, and can be switched on and off as required.

Fire Safety Information

- Smoking is not permitted in or around Ivy Cottage.
- Turn oven/hob off at the power switch when you have finished cooking. Keep tea towels away from the hob.
- Do not drape damp/wet clothing over the heaters or near the sitting room stove. A clothes airer is provided.
- Before going to bed:
 - Extinguish night lights.
 - Close stove door and air vent.
 - Ensure stove area is clear of anything combustible.
- Keep kitchen and bedroom doors closed at night and when you are out.

In the unlikely event of a fire, when the alarm sounds:

1. Get out - PRIORITY

The front door is the nearest exit when evacuating at night.

Rechargeable torches are provided near bedroom doors. External doors have night latches so you do not need a key to get out.

2. Get help - dial 999 and ask for the Fire Service

What are the main symptoms of Covid-19?

It goes without saying that if you or any of your party have developed symptoms when it is time to depart for your holiday at Ivy Cottage, you should not travel but stay at home (self-isolate) and get a test.

Please let us know if you develop any of the main symptoms of coronavirus during your stay. These are:

- *a high temperature (hot to touch on your chest or back).
- *a new, continuous cough. This means coughing for more than an hour, or 3 or more coughing episodes in 24 hours. If you normally have a cough, it may be worse than usual.
- *a loss or change to your sense of smell or taste. You may notice you can't taste or smell anything, or things smell or taste different to normal.

The majority of people with coronavirus have at least one of these symptoms. There are many other symptoms that people have reported, which you may also have, but they can all be due to other illnesses so are not reliable indicators.

What should I do if I feel unwell and/or experience any Covid-19 symptoms while on holiday?

1. Stay indoors and self-isolate. Do not go to local GP surgeries, pharmacies or the hospital.
2. Arrange a test using your holiday address. You can do this by going online at www.nhs.uk/coronavirus, or by calling 119.
3. You and all of your party must self-isolate while you are waiting for your test result. If you need medical advice while you wait, you should contact your regular (home) GP or call 111. If you develop breathing difficulties, seek emergency help immediately by calling 999.

If your test is **negative** you can carry on with your holiday as normal if you feel well enough.

If your test result is **positive**:

- *you **MUST** tell us that you have tested positive, and give us the names, telephone numbers and email addresses of each member of your party in the event that we are asked to provide this information to the NHS 'Test and Trace' programme.
- *return home immediately with your party to self-isolate, using your own private transport. Do not use public transport.
- *if you are too ill to travel, you and your party should continue to self-isolate at the cottage. If we are required to cancel any future bookings to allow this, you will be liable for any costs incurred in reimbursing other guests.

For urgent advice, or if you are not sure what to do:

Go to the NHS 111 coronavirus website: 111.nhs.uk

Or call 111 by phone.

If you have downloaded the **NHS Test and Trace** app please check in on arrival by scanning the QR code displayed in the front porch.

Covid-19 Enhanced Cleaning Procedure

The changeover cleaning process in our holiday home is always thorough, but we have introduced some extra cleaning and sanitation procedures while coronavirus continues to circulate within the population.

Our assumption is that anyone is a potential carrier of the virus, and that seemingly healthy guests who have just departed may have left the virus behind them. The additional procedures we have introduced are designed to make the cottage as risk-free as possible, both for you and us when carrying out the cleaning of the property in between bookings. The additions or enhancements to our normal cleaning regime are:

*Crockery, glasses and cutlery are sanitised at 60°C+ in the dishwasher.[#]

*Hard surfaces are cleaned with a product containing both a detergent and a disinfectant, shown to kill enveloped viruses like coronavirus.

*Bedlinen, towels, bath mats, tea towels and oven gloves are washed at 60°C, a temperature which will kill coronaviruses. This is standard procedure even during non-coronavirus times, but in addition mattress and pillow protectors are now also laundered at 60°C between bookings.[#]

*Sitting room upholstery is sanitised by steaming.[#]

*After vacuuming, hard floors are cleaned using a steam mop and detergent.

*Throws, bedspreads and blankets are washed at 60°C in between bookings.[#]

*Books, games, maps, tourist information leaflets and any other unnecessary items have also been removed to make the cleaning process easier and more thorough.

The extra measures we have put in place mean that we have pushed back the cottage check-in time to 5pm. We hope you will understand the need for the extra time in our efforts to keep everyone safe.

Check-out time is unchanged, at 10am.

[#] Current science suggests that the virus can live for, at the most, three days on surfaces. If there is a gap of three days or more between bookings, the laundry is retrieved but the cleaning is left until after the three-day period is up. The procedures marked [#] are therefore not carried out in this instance as the risk of virus continuing to live on surfaces is extremely low. In this instance, we will let you know if you can benefit from an earlier arrival time than the 5pm check-in stated.

How you can help us:

*Use the hand sanitiser provided each time you enter the property, and, most importantly, remember to **wash your hands often**.

*Scan the QR code displayed on arrival if you have the NHS Test and Trace app downloaded. Otherwise, you must let us know if you or any of your party develop Covid-19 symptoms.

*Continue to **practice social distancing** and **wear face coverings** in shops and enclosed areas when out and about to minimise your chances of being exposed to the virus.

*Clean surfaces with the anti-viral spray cleaner provided. We also supply a small amount of disposable masks and gloves if you need them during your stay.

*Before departure, strip the beds (not mattress or pillow protectors) and place the bedlinen with towels, bath mats, tea towels and oven gloves in the laundry bags provided.

*Plan your departure to leave promptly by 10am. Any substantial delay will affect our ability to complete the enhanced cleaning schedule, as it all takes much longer than before.

Ivy Cottage Covid-19 Cleaner's Schedule (for information only)

10.00am-10.30am

Gather cleaning materials. Open windows and prop open doors in cottage to establish an air-flow through the rooms.

Don gloves, mask and apron

10.30am - Do first

Load dishwasher and set going on first 60°C+ wash.

Ensure all bins have been emptied and recycling put out.

Take laundry to Sunnyside - bedlinen, towels, bath mats, tea towels and oven gloves should have been collected together in laundry bag by guests. Otherwise strip beds, collect towels etc and place together in laundry bag.

Remove mattress cover and pillow protectors from used beds. Launder first, at 60°C, using machines in Ivy Cottage and Sunnyside, then tumble dry as washing programmes finish.

Discard gloves, wash hands, don new gloves.

11.00am – Surface cleaning of 'dry' rooms

Top bedroom

Clean all surfaces with detergent/disinfectant - windowsills, window handles, chest of drawers, arms of chair, bedside cabinets, lamp switches, light switch, door handles, hairdryer, TV, TV remote, TV unit.

Landings

Spray handrails with detergent/disinfectant, leave for required time, wipe off.

Middle floor bedroom

Clean all surfaces with detergent/disinfectant - windowsill, window handle, bedside cabinet, wardrobe, lamp switch, light switch, door handles, hairdryer, TV, TV remote.

Sitting room

Clean all surfaces with detergent/disinfectant - windowsill, window handle, occasional tables, coffee table, lamp unit, bookshelf unit, TV unit, TV, TV remote, lamp switches, light switches, door handles.

11.45am – En suite & Bathroom

Clean with usual cleaner.

Spray detergent/disinfectant on all surfaces (including bin inside and out), wipe over and leave to air dry.

Polish shower glass/bath screen and mirror.

Squirt and scrub toilet bowl with bleach. Leave 5 minutes, then flush. Stock up with loo roll (one on hanger, one spare). Check bin has bag.

12.30pm – Vacuuming & steam cleaning

Starting at top of house, vacuum through all rooms, including those with hard floors, to remove debris.

Clean hard floors in bathrooms and porch with steam mop.

Steam clean sitting room upholstery and cushions.

Remove and discard all PPE and wash hands.

1.30pm – 2.00pm Take a break!

2.00pm - Kitchen

Unload dishwasher and put everything away. Load up again if required and set going on 60°C+ wash.

Clean all surfaces with usual cleaner - windowsills, window handles, worktops, cooker surface, sink, kettle, toaster, microwave, bread bin. Wipe down cupboard fronts. Wipe door handles and light switches.

Carry out any extra cleaning necessary of cooker top/oven/microwave.

Spray detergent/disinfectant on all surfaces, wipe over and leave to air dry.

Clean inside of fridge with detergent/disinfectant and paper towel.

Clean bins with detergent/disinfectant and paper towel.

Wipe over vacuum cleaner, dustpan and brush, broom handle and iron with detergent/disinfectant product.

Don gloves, mask and apron.

Discard gloves, wash hands, don new gloves.

3.00pm – Re-setting and final details

Re-make beds with clean bedlinen. Put out towels and tea towels.

Put out welcome and cleaning kits. Stock up kitchen roll. Line bin.

Unload dishwasher and put everything away.

Clean kitchen floor with steam mop.

Final clean with isopropyl alcohol wipes, top to bottom, of switches and door handles. Close windows (wipe handles) on the way round.

Wipe over outside door handles, key safe and keys, and wheelie bin handles with isopropyl alcohol wipe.

4.15pm - Garden

Spray front gate latch and wooden gate latches and leave to air dry.

Wipe over cleaning equipment with anti-viral spray, notably vacuum cleaner and steam mop. Tie up rubbish and place in grey wheelie bin. Cleaning cloths and steam mop pad to be bagged, then washed at 60°C.

(End)

Bag & discard all PPE.