

14 March 2020

Dear member

Refunds to members because of Coronavirus concerns

Each of us is considering the daily official guidance on Coronavirus and taking personal responsibility for minimising the risk to ourselves and to others. Your Committee fully understands that some may hesitate to attend a Lecture meeting, but we will be observing sensible precautions and will monitor the situation with Magdalen College. The last Lecture of the current season is on **Tuesday 17 March: 10.15 – 10.45 tea, coffee and raffle ticket sales. AGM 10.45-11.15, immediately followed by speaker George Roberts, Curator, on “The re-roofing of the Vyne”**. A warm welcome awaits everyone who is able to join us.

As you know we also have visits arranged, for which many of you have booked, as follows:

- Weds 25 March, visit to The Vyne (NT), near Basingstoke, Hants**
- Saturday 4 April, visit to Kenwood House**
- Thursday 23 April, visit to Worcester**

This letter is to inform and reassure you that

- 1) Oxford Centre will continue to run these trips, if sufficient numbers remain to make a trip viable, unless we are officially advised against travelling or so requested by the venue.
- 2) Any ticket holder wishing to withdraw from a visit because of concerns about Coronavirus is asked to contact the Leader of the visit, in the usual way. In these unusual circumstances, a refund will then be arranged — processed by the Treasurer.
- 3) We will do everything possible to run each booked trip for the benefit of those who do wish to undertake it. ***NB Our trips are carefully costed to make a small surplus for National Trust funds, which would be turned into a loss if the numbers drop significantly.***

Our coach company, Plastows, is extra diligent – they sanitise their fleet at high level frequency (a process of misting, called “fogging” in the trade), using anti-bacterial spray to current hospital standards. They are also about to take delivery of hand sanitiser machines (non-touch, again to current hospital standards) to be installed on all coaches.

Finally, booking deadlines for the very attractive summer series of visits are, as you know -

- Friday 3 April for Group A visits**
- Friday 5 June for Group B**

We advise anyone wishing to book to do so in the usual way in the knowledge that notes (1) and (2) and (3) above will all continue to apply for the duration of the May-August schedule. We will be monitoring official guidelines very carefully throughout this time and will respond accordingly.

We hope this is helpful.

With best wishes

Pauline