

# HIGHNAM COMMUNITY CENTRE TRUST

Registered Charity No: 290798

## Post 19<sup>th</sup> July 2021 COVID 19 GUIDANCE & RECCOMENDATIONS

Date of Issue 15<sup>th</sup> July 2021

ON MONDAY 19TH JULY 2021 THE UK GOVERNMENT ARE RELAXING THE REGULATIONS PREVIOUSLY IN FORCE AND THE MAJORITY OF RESTRICTIONS ARE BEING LIFTED. THE TRUSTEES AND MANAGEMENT OF THE TRUST CONSIDER THAT, DUE TO THE PREVALENCE OF THE COVID VARIANTS CURRENTLY RIFE IN THE POPULATION, AND FOR THE BENEFIT OF THE COMMUNITY AS A WHOLE, IT WOULD BE WISE TO CONTINUE TO OBSERVE CERTAIN AREAS OF THE PROTOCOLS SPECIFIED IN THE SPECIAL COVID 19 TERMS AND CONDITIONS THAT HAVE BEEN IN FORCE UNTIL THIS TIME. TO THIS END PLEASE FIND BELOW OUR GUIDANCE AND RECCOMENDATIONS FOR THE FORESEEABLE FUTURE

WE ARE NOT ASKING YOU TO SIGN AND ACCEPT THIS DOCUMENT AS A CONDITION OF HIRE, BUT HOPE THAT WILL JOIN WITH US IN OUR EFFORTS TO PROTECT ALL OF OUR USERS AND THE WIDER PUBLIC AS A WHOLE

**1:** Hand sanitisers will remain in place at all key points and we would ask all Users to make use these as before

**2:** You should keep a register of all attendees at each event, recording minimum information of name and contact telephone number. Each register to be maintained for a minimum of 21 days from the date of each event. Alternatively users can scan the QR poster available at all entrances using the NHS Track and Trace App.

**3:** Whilst the premises will be cleaned on a daily basis, we will not be able to clean between each hire. We recommend that you clean door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using the products supplied in a Cleaning Caddy located in the kitchen of each hall. Cleaning instructions are detailed on an instruction sheet in the Caddy.

***Please take care cleaning electrical equipment. Use cloths - do not spray!***

**4:** You must make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 10 days, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact. They must also seek a Covid-19 Test. The register of attendees mentioned in **2 above** will be relevant in this case.

**5:** We recommend you keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving. Ensure handles and catches are sanitised.

**6:** Restrictions on hall capacities will be lifted and return to normal. Numbers can be checked on the 'Halls' page on the website. You may want to restrict access to the toilets so that no more than one person use each suite of toilets at one time. Each toilet has a VACANT/ENGAGED slider sign.

**7:** Face coverings are no longer a legal requirement. Whilst proven to be very effective in the containment of airborne virus particles, this is very much a personal choice

**8:** We still recommend you position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair distance between each person, rather than face to face. If tables are being used, they are best placed so as to maintain a reasonable distance between people who are face to face e.g. using a wide U-shape.

**9:** You will be responsible for the disposal of all waste created during your hire, including tissues and cleaning cloths, in the rubbish bags provided, in the Cleaning Caddy located in the kitchen, before you leave the hall. Any kitchen equipment used must be washed in hot soapy water. We will provide washing up liquid, cloths and tea towels. ***This is any case normal practice in non-Covid times***

**10:** We still will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

**11:** In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall, you should remove them to the **designated safe area which is the Kitchen in all halls, where they should remain until transferred to home or hospital**. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ensure you have the contact details of all others in the group as specified in **SC2**, then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall Caretaker immediately on 07737 908521 and/or the Bookings Manager on 07944 218879. Report the incident to **TRACK & TRACE**

**THESE RECCOMENDATIONS ARE SUPPLIED TO ENSURE OUR HALLS REMAIN COVID 19 FREE AND TO PROTECT YOU THE USERS AND THE COMMUNITY FROM CONTRACTING COVID 19. YOUR COOPERATION IS VERY MUCH APPRECIATED.**