

RE-OPENING OF TARPORLEY COMMUNITY CENTRE

COVID-19 PRECAUTIONS FOR TRUSTEES – REV B

- Note 1: These procedures are based on Issue 4 of the information sheet "Re-opening Village and Community Halls post COVID-19 closure" issued by Action with Communities in Rural England (ACRE) on 20 July 2020. See <https://acre.org.uk/news/2020-07-21-information-to-help-village-halls-reopen-updated> The procedures are subject to change if the advice from ACRE is further updated.
- Note 2: Re-opening is planned for Monday, 31st August 2020.
- Note 3: At time of writing live performances are not permitted.
- Note 4: As a condition of booking, Users must carry out risk assessments and present these to the Trustees for review.

PROCEDURE T-1

OUTSIDE AREAS

- 1.1 Position signs advising Covid-19 precautions and one-way systems in operation. One sign close to the main entrance, one sign close to Craven Room entrance.
- 1.2 Position No Entry signs on the outside of the designated exit doors to Main Hall and Craven Room.
- 1.3 Paint the floor areas with 1m separation bands at the approaches to the main entrance and the Craven Room.

Note:

It is expected that car park users will follow government guidelines with respect to social distancing in the car park area and access steps.

PROCEDURE T-2

MAIN FOYER AND CRAVEN ROOM FOYER

- 2.1 Provide hand sanitisers at entrances. Ensure supply is maintained.
- 2.2 Provide direction arrows on the floor with 1m demarcations.
- 2.3 Provide signs detailing procedures as bullet points. Display HELP KEEP THIS HALL COVID-19 SECURE sign. Molly Mop to update this each day with details when the room was last cleaned.
- 2.4 TCC team to monitor flow of TCC users and provide advice and gentle reminders, especially in the first two or three weeks of reopening of TCC. Members of the TCC Team will attend initial big meetings (e.g. Flower Club, TAST, U3A) to assist.
- 2.5 TCC team to request organisers of events and user groups to ensure that access through foyer areas is with the minimum possible interruption.

PROCEDURE T-3

TOILETS

- 3.1 Permit only one person into each toilet room at a time. This applies separately to the gents, ladies and accessible toilets
- 3.2 Provide one wash basin per room only. Temporarily disable the other wash basin.
- 3.3 Provide signs outside each toilet room advising procedure as bullet points. Ensure it is made clear that only one person can use the room at one time. Display HELP KEEP THIS HALL COVID-19 SECURE sign. Molly Mop to update this each day with details when the room was last cleaned.
- 3.4 Provide hand sanitiser at entrance to each toilet room.
- 3.5 Provide user switchable signs stating OCCUPIED and VACANT and attach to the outside of the entrance doors for users to signify they are using the facilities.
- 3.6 Provide sanitising wipes or disinfectant and disposable cloths in each toilet room to enable users to wipe down contacted surfaces before / after use. Provide notice listing areas to be sanitised.
- 3.7 Provide paper towels and suitable bins for discarded paper towels.
- 3.8 Arrange cleaning of toilets during the early part of the morning each weekday. Trustees will arrange cleaning at weekend as necessary.

PROCEDURE T-4

KITCHENS, ARTHUR MEREDITH ROOM, STORAGE ROOMS AND PA CABINETS

- 4.1 The Arthur Meredith room and all kitchens will be out of use and NO ENTRY signs will be attached to the entrance doors. The boiler room will remain locked.
- 4.2 The organisers of each group will be requested to nominate one person to enter their storage room to remove and replace equipment. The nominated person will be requested to sanitise the equipment after removal and before replacement, and to sanitise their hands. This procedure will also apply to cleaning equipment stored in the cleaner's store.
- 4.3 The organisers of each group will be requested to nominate one person to operate the PA cabinets. As the complex electrical equipment cannot be readily sanitised the nominated person will be requested to sanitise their hands before and after touching the equipment.

PROCEDURE T-5

MAIN HALL

- 5.1 Entrance to be gained via the main foyer.
- 5.2 Display HELP KEEP THIS HALL COVID-19 SECURE sign. Molly Mop to update this each day with details when the room was last cleaned.
- 5.3 Remove half the long tables (one trolley load) to the Committee Room for storage and label as out of use. Remove the upholstered chairs to the Arthur Meredith Room for storage and label as out of use. Provide sufficient hard plastic chairs and small tables.

5.4 Provide wet wipes or spray cleaner and paper towels for users to sanitise all chairs, tables and other surfaces (subsequent sessions) prior to use.

5.5 Provide hand sanitiser by exit door.

5.6 Provide signs indicating exit route, which will be through the SW fire exit door.

5.7 Provide a plastic lined bin by exit door.

5.8 Provide a plan of the arrangement of hard plastic chairs for seating at 1m intervals, maximum number 56 including speaker. Mark out chair locations using sticky tape on floor. Orientate chairs to face the same direction or facing a speaker wherever possible. Mark out the location for a speaker. Indicate the room capacities for events were persons stand, are seated around tables or are taking exercise.

5.9 Advise users to leave doors and windows open to provide natural ventilation whenever outside weather makes this practical. The Trustees accept that leaving the windows and doors open will result in the heating system working harder which will increase costs. Users are asked to strike a sensible balance.

5.10 Advise users that all bins will be emptied each weekday morning by the cleaning contractor.

5.11 Arrange cleaning of the main hall during the early part of the morning each weekday that it will be in use. Trustees will arrange cleaning at weekends as necessary. Cleaning will be defined by a separate specification to the cleaning contractor.

5.12 Allow a half hour lull between sessions to enable users to carry out pre-use cleaning of chairs, tables and other surfaces.

5.13 Advise users to stack chairs along the sides of the room and return tables to the vestibules at the end of their session. Chairs and tables may be left out if agreed with the organisers of a subsequent session the same day.

PROCEDURE T-6

CRAVEN ROOM

6.1 Entrance to be gained via the east side access doors.

6.2 Provide signs detailing procedures as bullet points. Display HELP KEEP THIS HALL COVID-19 SECURE sign. Molly Mop to update this each day with details when the room was last cleaned.

6.3 Provide hand sanitiser by entrance doors.

6.4 Provide wet wipes or spray cleaner and paper towels for users to sanitise all chairs, tables and other surfaces (subsequent sessions) prior to use.

6.5 As upholstered chairs will be in use consider providing disposable plastic covers if sanitising as per para 6.4 presents problems.

6.6 Provide signs indicating exit route, which will be through the west side access doors.

6.7 Provide hand sanitiser by exit doors.

6.8 Provide a plastic lined bin by exit door.

6.9 Provide a plan of the arrangement of chairs for seating at 1m intervals, maximum number 23 including speaker. Mark out chair locations using sticky tape on floor. Orientate chairs to face the same direction or facing a speaker wherever possible. Mark out the location for a speaker. Indicate the room capacity for events were persons are standing, exercising or seated around tables.

6.10 Advise users to have doors and windows open to provide natural ventilation whenever outside weather makes this practical. The Trustees accept that leaving the windows and doors open will result in the heating system working harder which will increase costs. Users are asked to strike a sensible balance.

6.11 Advise users that all bins will be emptied each weekday morning by the cleaning contractor.

6.12 Arrange cleaning of the Craven Room during the early part of the morning each weekday. Trustees will clean at weekends if necessary. Cleaning will be defined by a separate specification to the cleaning contractor.

6.13 Allow a half hour lull between sessions to enable users to carry out pre-use cleaning of chairs, tables and other surfaces.

6.14 Advise users to stack chairs and tables at the end of their session. Chairs and tables may be left out if agreed with the organisers of a subsequent session the same day.

PROCEDURE T-7

COMMITTEE ROOM

7.1 Provide a first-aid facility in this room which can be used for dealing with persons showing symptoms of Covid-19 or persons suffering other health problems or injuries.

7.2 Provide an appropriate first aid kit as per ACRE Guidance Appendix H

7.3 Provide signs on the door explaining what the facility is. Provide signs detailing procedures as bullet points. Display HELP KEEP THIS HALL COVID-19 SECURE sign. Molly Mop to update this each day with details when the room was last cleaned.

7.4 If a person in the building is found to have symptoms of COVID-19 ensure that use of the building is suspended for 72 hours and cleaning is carried out in accordance with COVID-19 requirements.

PROCEDURE T-8

SAFETY SIGNS

8.1 Procure signs which meet current BS safety standard BS ISO EN 7010: 2019.

8.2 Ensure safety signs are placed for maximum prominence and are logical and consistent.

PROCEDURE T-9

REGISTER

9.1 Request user groups to keep a register of persons using TCC. This will assist in tracking / testing in the event that any user contracts or is suspected of contracting Covid-19.