

## RE-OPENING OF TARPORLEY COMMUNITY CENTRE

### COVID-19 PRECAUTIONS FOR TRUSTEES – REV G issued 4<sup>th</sup> November 2021

These precautions are based on recommendations from ACRE issued on 22/09/21.

Ensure that the Event Organisers inform everyone likely to attend the activity or event that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 48 hours, and that if they develop symptoms within 10 days of visiting the premises, they **MUST** seek a COVID-19 test.

Ensure that Event Organisers take particular care to avoid any persons likely to be clinically extremely vulnerable to COVID-19 coming into close contact with other people they do not normally associate with, ensuring they can access the toilets or other confined areas without compromising potential infection proximity, and that face coverings are used in their proximity.

Ensure that Event Organisers arrange the room as far as possible to avoid close contact between people who do not regularly see each other, such as: seating side by side rather than face-to-face, an empty chair or a space between each person or household group, recommending face coverings, where appropriate, and good ventilation. If tables are being used for a meeting a wide U-shape is advisable. Encourage the use of common-sense.

Encourage all Users to wear face coverings in confined areas such as corridors, kitchens and toilets.

Encourage Users to bring their own drinks and food. If food or drink is being served or made on a DIY basis (as distinct to a water bottle used during exercise) it should if possible be consumed while seated. If outside caterers are being used, the Event Organiser shall obtain a Covid risk assessment from the caterers, approve it and pass on to TCC for approval.

Advise the Users that TCC 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. In such a case either thorough cleansing is required, or the hall will be closed for 72 hours. If hall closure is required TCC will do its best to inform The Users promptly and the Users will not be charged for this hire.

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall Users should remove them to a safe area (preferably their home). Covid first aid boxes are provided in foyer accessible toilet and Craven Room accessible toilet. Users should ask others in their group to provide contact details if they are not available and then leave the premises, observing the usual hand sanitising precautions, and advise them to launder their clothes when they arrive home.

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

Provide a QR Code in the foyer leading to Main Hall. Provide a different QR code in the foyer leading to the Craven Room. Request all Users, TCC Trustees and maintenance personnel to scan these QR Codes during their visit if the Users have the APP on their mobile phones.

Carry out audits of User Groups at appropriate intervals.

No precautions are considered necessary in outside areas.

Request organisers of events and user groups to ensure that access through foyer areas is with the minimum possible interruption.

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. Instruct Users to shut all open windows and doors at the end of User sessions.

Advise users to stack chairs in their normal locations and return tables to their normal locations 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.

Provide hand sanitisers and plastic lined bins at entrances to the building, entrances to the main rooms and at exits, for the benefit of users. Provide disinfectant sprays and disposable paper towels in main rooms and in each toilet room to enable users to wipe down contacted surfaces before / after use. Provide paper towels and waste bins for discarded paper towels.

Provide signs outside each toilet room advising that only two persons can use the room at one time. (Cover up the semi-permanent occupied / vacant signs.)

Advise users that all bins will be emptied on a regular basis by the cleaning contractor or the Trustees.

Arrange for the cleaning contractor to clean the toilets on a regular basis, the frequency being determined by the Trustees depending on the number of bookings. The Trustees will arrange cleaning at weekends and other times, as necessary.

Arrange for the cleaning contractor to clean the main rooms on a regular basis, the frequency to be determined by the Trustees depending on the number of bookings. The Trustees will arrange cleaning at weekends, or as necessary. Cleaning will be defined by a separate specification to the cleaning contractor.

Ensure the cleaning contractor provides a cleaning record sheet, completed on each visit, showing the date, time of arrival and departure, details of cleaning performed, and names of the cleaners who attended.

On a weekly basis TCC Trustees will check that the sanitiser bottles and cleaning sprays are full, replenish the paper towels, empty waste bins and check that there is a stock of rubbish bags.

Restrict the maximum number of persons in rooms as shown below. Request reasons and mitigation measures from Users, justifying occupancy levels greater than the figures shown below. The Users must factor in seating arrangements, control of movement, exercise and loud speaking / singing in their mitigations.

ROOM	NORMAL MAX. NO.	COVID MAX. NO.	ACCESS	EXIT
Main Hall	180	120	Main doors	Normally SW emergency exit #
Craven Room	40	30	East lower level	West lower level
Arthur Meredith	30	20	Steel staircase	Steel staircase
Committee Room	20	15	Main foyer	Main foyer
Kitchen	3	n/a	Main foyer	Main foyer
Craven Room Kitchen	1	n/a	Craven Room	Craven Room
Arthur Meredith Kitchen	1	n/a	Steel staircase	Steel staircase
Toilets	2	n/a	n/a	n/a
Accessible toilets	1*	n/a	n/a	n/a
Storerooms	1~	n/a	n/a	n/a

\* Permit only one person to accessible toilets at a time – unless parent / guardian and child.

~ Restrict the maximum number of persons in storage rooms and cabinets to 1 person, allowing 2 persons if heavy lifting is required for short durations only.

# Exit via the front door if a rush can be avoided.