

# REOPENING OF TARPORLEY COMMUNITY CENTRE

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

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

1. The Organisers of User Groups (Organisers) must ensure their members follow the precautions listed in this document.
2. Organisers must ensure that everyone likely to attend the 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 48 hours, and that if they develop symptoms within 10 days of visiting the premises, they **MUST** seek a COVID-19 test.
3. Organisers must 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.
4. Organisers are asked to 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 in such matters.
5. Organisers must 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 Organiser shall obtain a Covid risk assessment from the caterers, approve it and pass on to TCC for approval.
6. Organisers must advise 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.
7. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall Organisers 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. Organisers 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. Record the person's name, address, telephone number, and date / time of all first aid incidents and follow normal TCC reporting procedures. The use of the room for treatment of a person must be immediately reported to the Trustees asap by phoning the emergency number 01829 700575 in case use of the building needs to be cancelled for 72 hours and COVID cleaning arranged. The Trustees will also inform other User groups.
8. Organisers must keep a register of members attending each event, including their names and telephone numbers or email addresses. Organisers must familiarise themselves with the contact arrangements for tracking and testing so that they can advise their members if required.
9. Alternatively, or additionally, Organisers must advise their members to scan the QR Code on entry to Main Hall or Craven Room if they have the Covid-19 APP installed on their mobile phones.
10. Organisers must provide spare packets of tissues for any members who suffer from a bout of sneezing or runny noses, etc. These must be disposed of in the plastic lined waste bins provided.
11. TCC advises that no special precautions are necessary in outside areas.
12. Organisers must ensure that users can access the rooms with the minimum of interruption. Minimise any delays for registration and paying as these can lead to long queues.
13. Organisers must advise users to wear face coverings in congested areas such as corridors, toilets, and kitchens. This is not obligatory, but TCC would be grateful if this courtesy could be made.
14. Do not let the public into the building. Suggest lock (by internal child key latch only) access doors thereby preventing public access to the toilets. Nominate a responsible person as doorkeeper in event of emergency.
15. Organisers to 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.

16. TCC provides hand sanitisers and plastic lined bins at entrances to the building, entrances to the main rooms and at exits, for the benefit of users. Organisers must ensure that users use these appropriately.
17. TCC provides 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. Organisers must ensure that this happens.
18. TCC provides paper towels and waste bins for discarded paper towels.
19. TCC ensures that all bins will be emptied on a regular basis by the cleaning contractor or the Trustees. Organisers must advise TCC if bins require emptying on an exceptional basis.
20. Prior to commencement of each session, Organisers must ensure that users clean all the surfaces which they will come into contact, using the spray cleaner and paper towels provided. This includes door handles, door surfaces, light switches, chairs, tables, window catches and window blind pull ropes. If the toilets are used then Users must clean the wash basins, taps, toilet seats and cistern push buttons. These measures apply to the first and subsequent sessions of the day.
21. Organisers must ensure that users observe the signs outside each toilet room advising guidance as to use.
22. Organisers must ensure that users 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.
23. Organisers must ensure that users observe signs indicating exit routes and advise they use the hand sanitisers provided on exiting rooms.
24. Organisers must restrict the maximum number of persons in rooms as shown below. Organisers must provide a message to TCC giving reasons and mitigation measures justifying occupancy levels greater than the figures shown below. Organisers 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.