

REOPENING OF TARPORLEY COMMUNITY CENTRE

COVID-19 PRECAUTIONS FOR USERS – REV D issued 1st Dec 20

These precautions are based on Issue 7 of the information sheet "Re-opening Village and Community Halls post COVID-19 closure" issued by Action with Communities in Rural England (ACRE) on 30th September 2020. See: <https://acre.org.uk/cms/resources/covid-19-information-sheet-opening-your-hall-after-lockdown-v7-30.09.20.pdf> but also take into account the move of CWAC from Tier 1 to Tier 2 on 14th October 2020.

The precautions are subject to change if the advice from ACRE is further updated.

At the time of writing no live performances are permitted.

This revision is for TCC reopening on Wed 2nd Dec 20 after the 2nd English lockdown period and with CWaC at Tier 2 restrictions.

GENERAL PRECAUTIONS

1. The organisers of User Groups must prepare risk assessments for their use of the Community Centre. The organisers must submit their risk assessments and other associated documents to the Community Centre Trustees for review and retention. An example risk assessment can be found in Appendix G to the ACRE Information Sheet "Re-opening Village and Community Halls post COVID-19 closure" issued 30th September 2020.
2. The organisers of User Groups must be prepared to provide additional support for their members, particularly during the first two or three weeks of reconvening meetings. The organisers must be prepared to work with Tarporley Community Centre Trustees in ensuring that everyone can be kept as safe as practicably possible. Tarporley Community Centre Trustees will periodically carry out safety audits to ensure compliance with all relevant procedures.
3. The organisers of User Groups must ensure their members follow these precautions and wear suitable face coverings or visors. It will be the responsibility of the User Groups or their members to provide face coverings or visors with relevant guidance as to their safe use. Face coverings can be purchased at Tarporley DIY shop. Further information can be found on the Internet.
4. Physical activities such as keep fit, exercising, table tennis and dance will be difficult to do when wearing face coverings. The requirement to wear face coverings can be waived if the User Group provides an acceptable risk assessment covering how droplet transmission can be tolerated with adequate mitigation. Appendix G of the above ACRE information sheet gives specific guidance. Also see para 5.2 for spacing and capacity figures.
5. The organisers of User Groups must advise their members that if they contract Covid-19 they should follow current government / NHS guidance and stay away from the Community Centre until they are fully recovered. Users should not attend if they have cold like symptoms or have any suspicion that they are showing symptoms of COVID-19. User group organisers must bar entry to such persons.
6. The organisers of User Groups must keep a register of members attending each event, including their names, telephone numbers and addresses. The organisers must familiarise themselves with the contact arrangements for tracking and testing so that they can advise their members if required. The organisers shall also familiarise themselves with dealing with a suspect case of Covid-19; see section U-7 below. If a member contracts Covid-19 the organisers must also report this to Tarporley Community Centre Trustees asap at tarporley@community-space.org so that other User Groups can be informed. See section U-7 below.
7. Alternatively, or additionally, the organisers of User Groups 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.
8. The organisers of User Groups 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.

9. Prior to commencement of each session, Users must sanitise all the surfaces with which 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 sanitise the wash basins, taps, toilet seats and cistern push buttons. These measures apply to the first and subsequent sessions of the day.
10. Used tissues and paper towels must be disposed of in the plastic lined waste bins provided, which will be emptied by the cleaning contractor or the Trustees on a regular basis.
11. Users must stack all chairs at the sides of the room and clear away all tables. Chairs and tables may be left out if agreed with the subsequent user on the same day.

PRECAUTION U-1 OUTSIDE AREAS

- 1.1 Observe 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 Observe No Entry signs on the designated exit doors to Main Hall and Craven Room.
- 1.3 Observe the 2m separation bands at the approaches to the main entrance and the Craven Room.
- 1.4 Put on your face covering and ensure it is properly fitted before entering the building.

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.

PRECAUTION U-2 MAIN FOYER AND CRAVEN ROOM FOYER

- 2.1 Ensure that users can access the Main Hall and Craven Room with the minimum of interruption. Minimise any delays for registration and paying as these can lead to long queues. No advertising notices to be placed on notice boards.
- 2.2 Make use of the hand sanitisers and plastic lined waste bins at entrances.
- 2.3 Observe direction arrows on the floor and maintain a 2m separation between persons.
- 2.4 Observe signs detailing guidance as bullet points.
- 2.5 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.
- 2.6 The nominated person will be responsible for ensuring that the building is left securely locked on departure. The nominated person will close the designated exit door - this will be a fire door which has to be closed and latched from the inside. The nominated person must then exit via the entrance door and lock it from the outside.

PRECAUTION U-3 TOILETS

- 3.1 Only one person is allowed into each toilet room at a time. This applies separately to the foyer gents' toilets, foyer accessible toilet and Craven Room accessible toilet.
- 3.2 The foyer ladies' toilets and toilets to the west (High St side) of the Craven Room are closed.
- 3.3 Observe signs outside each toilet room advising guidance as to use.
- 3.4 Make use of hand sanitiser at entrance to each toilet room before and after using the facilities.
- 3.5 Switch the OCCUPIED/VACANT sign to OCCUPIED on entry back to VACANT on exit.
- 3.6 Make use of sanitising spray and paper towels provided in each toilet room to wipe down contacted surfaces before / after use, as required.

3.7 Dispose of the paper towels in the plastic lined waste bins provided. If an electric hand drier is available, this may be used.

PRECAUTION U-4 ARTHUR MEREDITH ROOM, KITCHENS, STORAGE ROOMS, CLEANER'S STORE AND PA SYSTEM CABINETS

4.1 The Arthur Meredith room and all kitchens are out of use and NO ENTRY signs are attached to the entrance doors. The main boiler room is locked. Users may enter the foyer kitchen to switch the foyer and main hall lights on and off.

4.2 The organisers of each group are requested to nominate one person to enter their storage room to remove and replace equipment. The nominated person is requested to sanitise the equipment after removal and before replacement, and to sanitise their hands. This procedure also applies to cleaning equipment stored in the cleaner's store.

4.3 The organisers of each group are requested to nominate one person to operate the PA cabinets. As the complex electrical equipment cannot be readily sanitised the nominated person is requested to sanitise their hands before and after touching the equipment.

PRECAUTION U-5 MAIN HALL

5.1 Enter the Main Hall via the main foyer.

5.2 Room capacity: Refer to the attached diagram (drawing number 2020/07/SD/55) which shows the maximum seating capacity to be 44 persons based on 2m separation mouth to mouth. This is for a lecture and includes the speaker. If a film is to be shown the capacity reduces to approx. 40 as the front row chairs are too close to the screen. For events where persons are seated around tables the capacity will be less, and the spacing must be addressed in the User risk assessment. For exercise classes each person requires a larger minimum space of approx. 3m by 3m which indicates a capacity of around 15 persons (dance floor area) or 25 persons (including carpeted side areas). The chair positions for a seated audience are marked on the floor by adhesive tape crosses. Orientate chairs to face the same direction or to face the speaker. The Trustees discourage events which involve users standing (unless for organised exercise sessions) as this can lead to mingling.

5.3 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.

5.4 Mingling of persons not from the same household or bubble must be avoided. This is a legal requirement and means that persons attending the event must maintain a separation of 2m. This applies throughout the event but especially when persons are socialising at the start and end of the event or during the interval.

5.5 Observe signs indicating exit route, which will be through the SW fire exit door.

5.6 Make use of the hand sanitiser and plastic lined waste bin by exit door.

PRECAUTION U-6 CRAVEN ROOM

6.1 Enter the Craven Room via the east (car park) side access doors.

6.2 Make use of the hand sanitiser and plastic lined waste bin by the entrance doors.

6.3 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.

6.4 Room capacity: Refer to the attached diagram (drawing number 2020/07/SD/56) which shows the maximum seating capacity to be 19 based on 2m separation mouth to mouth. This is for a lecture and includes the speaker. For

events where persons are seated around tables the capacity will be less, and the spacing must be addressed in the User risk assessment. For exercise classes each person requires a larger minimum space of approx. 3m by 3m which indicates a capacity of approx. 10 persons. The chair positions for a seated audience are marked on the floor by adhesive tape crosses. Orientate chairs to face the same direction or to face the speaker. The Trustees discourage events which involve users standing (unless for organised exercise sessions) as this can lead to mingling.

6.5 Mingling of persons not from the same household or bubble must be avoided. This is a legal requirement and means that persons attending the event must maintain a separation of 2m. This applies throughout the event but especially when persons are socialising at the start and end of the event or during the interval.

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

6.7 Make use of the hand sanitiser and plastic lined waste bin by exit doors.

PRECAUTION U-7 COMMITTEE ROOM AND CRAVEN ROOM KITCHEN

7.1 The Committee Room and Craven Room kitchen are dedicated to first aid. They provide facilities for the isolation and treatment of persons suffering from the symptoms of Covid-19, and other illnesses or injuries.

7.2 If the person shows signs of Covid-19 (high temperature, persistent cough, achy, fatigue) arrange to get them home so that they can follow current NHS information and advice. Make sure they understand what they do next and what their responsibilities are.

7.3 Record the person's name, address, telephone number, and date / time of all first aid incidents and follow normal Tarporley Community Centre reporting procedures.

7.4 The use of the room for treatment of a person must be immediately reported to the Trustees asap at tarporley@community-space.org in case use of the building needs to be cancelled for 72 hours and COVID cleaning arranged.