

RE-OPENING OF TARPORLEY COMMUNITY CENTRE

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

These procedures 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 procedures are subject to change if the advice from ACRE is further updated.

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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.

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 2m 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 and plastic lined bins at entrances. Ensure supply is maintained.

2.2 Provide direction arrows on the floor with 2m 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 carry out audits of User Groups at appropriate intervals.

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 and accessible toilets.

3.2 Barrier off the entrance door to the foyer ladies' toilets and the Craven Room west toilets all of which are out of service. Provide NO ENTRY signs on the doors.

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.

3.4 Provide hand sanitiser and plastic lined bin 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 disinfectant sprays and disposable paper towels in each toilet room to enable users to wipe down contacted surfaces before / after use.

3.7 Provide paper towels and waste bins for discarded paper towels.

3.8 The cleaning contractor will 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.

3.9 Cleaning contractor to provide 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.

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.

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 disinfectant spray cleaner and disposable paper towels for users to sanitise all chairs, tables, and other surfaces prior to use.

5.5 Provide hand sanitiser and plastic lined waste bin by entrance-door.

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

5.7 Provide hand sanitiser and a plastic lined waste bin by exit door.

5.8 Provide a plan of the arrangement of hard plastic chairs for seating at 2m intervals, based on mouth to mouth distancing, maximum number 44 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. Discourage users from holding events where standing (unless for organised exercise sessions) is involved as this can lead to mingling by those concerned.

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 on a regular basis by the cleaning contractor or the Trustees.

5.11 The cleaning contractor will clean the main hall 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, 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.

6.3 Provide hand sanitiser and plastic lined waste bin by entrance doors.

6.4 Provide disinfectant spray cleaner and disposable paper towels for users to sanitise all chairs, tables, and other surfaces prior to use.

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

6.6 Provide hand sanitiser and plastic lined waste bin by exit doors.

6.7 Provide a plan of the arrangement of chairs for seating at 2m intervals, based on mouth to mouth distancing, maximum number 19 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 where persons are standing, exercising, or seated around tables.

6.8 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.

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

6.10 The cleaning contractor will clean the Craven Room on a regular basis, the frequency will be determined by the Trustees depending on the number of bookings. The Trustees will clean at weekends if necessary. Cleaning will be defined by a separate specification to the cleaning contractor.

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

6.12 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 AND CRAVEN ROOM KITCHEN

7.1 These rooms provide first-aid facilities 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.

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 if any user contracts or is suspected of contracting Covid-19.

9.2 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.

PROCEDURE T-10

CLEANING EQUIPMENT

10.1 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.