

ATC- EPCC- Guidance for User groups/Hirers

To try and minimise the risk of spreading Covid-19

We expect you to:

- Clean before/during/after your session as required. If you are the first session of the day- the centre will have been cleaned prior to your arrival. If you are the second session onwards- then it is your responsibility to clean.
- Bring your own centre cleaning equipment- do not share
- Wipe down all touch points before/during/after your session as required- door handles including fire exit door push bars, door edges, light switches, shutter switches and handles, door blind handles, chair arms, handrails, tabletops, devices, toilet handles and seats, sinks/basins and equipment such as toys etc.
- Encourage all members to bring own personal hand sanitiser, wipes.
- Accessing the centre- members should ideally wait spaced 2m apart in the car park or remain in cars until entrance is free to reduce the risk of congestion.
- User groups to manage the arrival and departure times.
- Face coverings must be worn in the centre unless exemptions apply.
- Social distancing- ideally keep 2m apart, or 1m with risk mitigation
- Use the one-way system- through the entrance doors and out through the fire doors onto the patio. The floor is marked accordingly.
- Seating- advised to sit side by side/small groups.
- Tables- suggest that groups provide hand sanitiser and wipes for each. Try and 'bubble' groups
- Encourage outdoor activities- but consider arrangements for inclement weather.
- Bring own food and drink. There is no access to the kitchen.
- Hirers are responsible for accessing and managing potential queues for toilets- 1 in/ 1 out system (unless a carer is required). There are vacant/occupied signs on the toilet doors.
- At the end of the session, empty the bins into the main bin in the car park and replace the bin liners (available from the magazine rack in the foyer or under the sink in the Depot kitchen).
- Ventilation- keep Hertford Room/Depot doors open onto the patio.
- In an emergency, for example, accident or fire, people do not have to stay 2m apart if it would be unsafe.
- Observe the procedure of what to do if someone becomes unwell with suspected Covid 19 (See the Covid19 Treatment Plan). Ideally send them home immediately.
- A nominated person should be responsible for checking all lights off, doors closed, shutters down and areas locked.