

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. Please see the Hallmaster booking [diary](#)
- 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- reduce the risk of congestion.
- User groups to manage the arrival and departure times.
- Encourage social distancing- ideally keep 2m apart, or 1m with risk mitigation
- Encourage the use the one-way system- through the entrance doors and out through the fire doors onto the patio. The floor is marked accordingly.
- 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.
- Kitchen now open- please bring own tea towels
- 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).
- Encourage the use of NHS QR codes in both rooms to support NHS Test and Trace
- Ventilation- Please keep Hertford Room/Depot doors open onto the patio. Fire doors to the Hertford have been fitted with devices which close them automatically if there is a fire so they can be left open safely during your session
- 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.

26 July 2021