



		<p><b>Social Distancing</b></p> <p>Social Distancing -Reducing the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency or 1-metre with risk mitigation.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>New maximum capacity for each room set to a maximum of one quarter of the capacity set for fire safety purposes.</p>	<p>Kitchen will be single use only to maintain social distancing, kitchen facilities must be booked along with booking slot. No sharing. It is encouraged to bring your own drink rather than use the facilities.</p> <p>Users to be reminded on a daily basis of the importance of social distancing in all areas.</p> <p>Posters in place and tape in communal walkways to remind users of 2m distancing.</p> <p>Review all bookings to ensure minimal traffic in centre at one time. For example staggered start/finish times and a one way system through the centre.</p> <p>Farmor and Keble room Max capacity 12 at 2m distancing and 24 at 1m distancing. Heritage Room Max Capacity 7. Barker room Max Capacity 8. Raymond Room will remain 1:1 meeting room.</p> <p>Due to limited capacity it is encouraged all user groups have a booking system to ensure capacity is not exceeded, this will also help to enable the NHS test and trace.</p> <p>Where possible review seating and table layout to limit interaction for example sit side by side rather than face to face whilst maintaining social distancing between households.</p>	<p>Carly</p> <p>Carly</p> <p>Carly</p> <p>All</p>	<p>Ongoing</p> <p>By 1<sup>st</sup> June</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Yes</p>
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		<p><b><u>NHS Test and Trace</u></b> All users are asked to assist with NHS test and trace by keeping a temporary record of who enters the centre for 21 days to provide that data to NHS Test and Trace if needed.</p> <p><b><u>Face Coverings</u></b> <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities">https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities</a></p> <p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with</li> </ul>	<p>Indoors, the government guidelines advise to limit all interaction with anyone outside of your household.</p> <p>In case of an emergency it is important to prioritise safety. In the event of a fire or an emergency people do not need to remain 2m or 1m apart until it is safe to do so.</p> <p>Each group leader must provide the centre manager with a list of contact name and numbers of all users who attended your session. This is encouraged to be completed prior to the activity and submitted via email or if not possible a written list to be posted through the office door.</p> <p>Face coverings are now compulsory inside the community centre for anyone over the age of 11 years.</p> <p>Users and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues –</p>	<p>All</p> <p>Group Leader/ Manager</p> <p>All</p> <p>Carly</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>1<sup>st</sup> June</p>	
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		<p>soap and water in place.</p> <ul style="list-style-type: none"> <li>Stringent hand washing taking place.</li> <li>See hand washing guidance.</li> <li><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Drying of hands with disposable paper towels.</li> <li><a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p><b><u>Ventilation</u></b> Users are encouraged to keep the rooms well ventilated.</p> <p><b><u>Equipment</u></b></p>	<p>Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>All handwashing areas to remain well stocked of soap and hand towels. Entrance points to remain stocked of hand sanitiser.</p> <p>Although difficult in an older building where possible open windows and doors (except internal fire doors) to improve ventilation.</p> <p>It is encouraged that all equipment required is brought in from home to reduce the risk of transmission. All hard areas to be cleaned prior and after your session such as tables or door handles.</p> <p>Due to the upholstered nature of our chairs it is recommended that the room is set up by an individual wearing gloves. Individuals using the chairs must use hand sanitiser prior to touching the chair. Where possible the chairs will be rotated for 72 hrs before next use.</p>	<p>Carly/Craig</p> <p>All</p> <p>All</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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		<p><b><u>Cleaning</u></b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Cleaner to visit each week day mornings. Focus on high touch hard surfaces.</p>	Craig	Ongoing	
			<p>Throughout the day each user is responsible for cleaning/wiping down the tables, floor etc that has been used prior to and once finishing their session.</p>	Group Leader/ Manager	Ongoing	
			<p>Cleaning products made available in each room.</p>	Carly/Craig	Ongoing	
			<p>Additional clean at end of day prior to evening groups of any hard- high touch areas such as door handles.</p>	Carly	Ongoing	
		<p><b><u>Symptoms of Covid-19</u></b> If anyone becomes unwell with a symptom of COVID-19 in the centre they will be sent home and advised to not return to the centre for a minimum of 14 days.</p>	<p>Poster at all entry points to remind users not to enter the centre if they display any Covid-19 symptoms. If a user does display symptoms they must not return to the centre for 14 days and inform <a href="mailto:manager@fccentre.co.uk">manager@fccentre.co.uk</a>.</p>	Carly	Ongoing	
			<p>If a user does become unwell with a suspected case of COVID 19 the centre will close and undergo a deep clean prior to reopening.</p>			