

### **3<sup>RD</sup> Edition : Rules for COVID-19 safety at Braintree Community Centre**

**6 July 2020.**

**Regular updates will appear on our website and at reception.**

As Managers of Braintree Community Centre we have discretion over when we consider it safe to open for any activity permitted by legislation and may decide to remain closed for some activities if we do not feel able to safely follow the advice in the government guidance (for making the space COVID-19 secure).

We are aware of our duty of care to our employees, volunteers and visitors to ensure as far as reasonably practicable that they are not exposed to risks to their health and safety.

We have carried out a Risk Assessment to help decide which actions needed to be taken prior to re-opening the Centre.

Additionally, to our responsibilities, users and hirers of our community facility have a responsibility for managing risks arising from their own specific activity. This includes informing the management of their planned activities in what detail is thought necessary.

Measures in place should ensure all users of BBCCA facilities follow the guidelines on social distancing, including strict adherence to social distancing of 2 metres or 1 metre with risk mitigation (where 2 metres is not viable).

We have determined the maximum number of people that can be accommodated while also facilitating social distancing taking into account pinch points and busy areas.

**On behalf of the Management Committee**

## USERS EDITION 14<sup>th</sup> July 2020

### We will welcome our users back to the Centre

#### However, we have had to put some “Covid-safe” rules in place :

Social gatherings need to be carefully arranged to minimise the spread of infection.

We will want to help people keep at social distance and, within the Centre, aim to keep people with their own group - a group bubble!

We have provided our staff with various items of PPE.

A plastic removable sneeze guard has been put into centre to protect the office from potential transmission.

We have carried out a thorough clean of the Centre and will continue with this programme.

Various signs have been erected e.g. Wash your hands signs are in all toilets and the kitchens and one-way directional signage.

#### PLEASE NOTE:

**FEELING ILL?** Please do not attend the Centre if you are not feeling well or are displaying Covid symptoms.

**PREBOOKING** Only visitors who are pre-booked on an activity will be allowed to enter the Centre. Please book with the Centre for Centre classes or with the organisers of events.

**STAGGERED TIMING** We will be introducing staggered start and finish times to help keep groups separated.

Please do not come to the Centre before your event is due to start – you will not be allowed into the building in advance, to prevent crowded areas and to allow extra cleaning time.

Please do not wait inside the centre once your activity is finished. You can wait outside but please move away from the front and side doors.

Please do not linger in the hallways for any reason.

<b>HANDWASHING</b>	Users are encouraged, at each visit, to <a href="#">wash your hands on arrival and before leaving</a> the Centre. There will be a hand sanitiser station at the main entrance.
<b>ONE WAY ACCESS</b>	There will be a <a href="#">one-way entrance/exit system</a> , with use of the rear doors for the main hall only and rear postern gate for the annexe. This may vary with different users, so please make sure you follow the one-way signage.
<b>CLEANING</b>	<p>We have instituted <a href="#">extra cleaning</a> in our regime and will supply surface cleaner/anti bac and cloths in each room.</p> <p>We will make sure that there is always liquid hand soap and paper towels in the loos and kitchens. You are invited to let us know if anything is missing.</p>
<b>OUT OF USE AREAS</b>	<a href="#">Some areas may be out of use</a> temporarily. Please observe signage and instructions.
<b>TRACK AND TRACE</b>	In order to assist with Track and Trace activity, <a href="#">everybody that attends an activity must leave their name and either mobile number or email address with the activity organiser</a> . This will be kept in the Centre for up to three months and then properly disposed of, if it has not been required by Track and Trace officials.
<b>PAYMENTS</b>	Should be made within class, preferably by contactless on machine where possible (we will need to get a wireless machine).