

Reopening of Lydney Community Centre after Lockdown

RESPONSIBILITY OF LEADERS OF GROUPS OR INDIVIDUALS HIRING THE CENTRE

To carry out a risk assessment of your activity and provide a copy to Lydney Community Centre (a Risk Assessment Template available on request)

To ensure people book to attend classes so that numbers attending can be managed safely

To keep a register and contact details of all people attending each session, and advise them to contact you if they become unwell with symptoms of Covid 19. **From 29 March 2021, every member of your group should be asked to scan the NHS QR code.**

To notify Lydney Community Centre and all your attendees, if someone in your group is showing signs of and/or diagnosed with Covid 19, so that a deep clean can be carried out and other users notified

To ensure people attending your classes are socially distanced according to the activity being undertaken, and that they observe the one-way system.

To open windows and doors for improved ventilation, and close when leaving

To spray door handles, light switches, window openings and all hard surfaces touched, with disinfectant provided **before you start a class and as you leave.**
Also taps in kitchen and toilets if used.

Use a pencil or key to type the code into the keypad when you arrive and depart

As the guidance states that crockery and cutlery should not be shared, **it is essential for people to bring and use their own cups, plates and cutlery.**

Only one person to be allowed in the kitchen or toilet at any one time

It is not recommended that people should be closer than two metres apart inside a building, but if this is absolutely necessary masks should be worn and you should ensure there is as much ventilation as possible (see guidance on exercise and numbers of people permitted in each room below)

It is up to Leaders to assess the activity being carried out in their class, and the distancing required. Leaders should also keep up to date with Government

guidelines and abide by them when using the Centre, as guidelines will be tightened or eased according to the infection rates which are changing all the time.

Guidance on Exercising as at 17.7.2020

You can now exercise alone, with members of your household, or with up to 5 other people from outside your household. Up to 2 households are permitted to gather in groups of more than 6 people indoors or outdoors, provided members of different households can follow social distancing guidelines. Otherwise, **gatherings of more than 6 people indoors or outdoors continue not to be permitted**, unless this is essential for work purposes.

Social distancing guidelines should be followed between people from different households wherever possible. This means a distance of 2m between people from different households, or 1m plus mitigations (such as face coverings or avoiding face-to-face contact) where 2m is not possible. **If undertaking vigorous exercise, where participants are breathing heavily then the 2m rule should be doubled.**

See next page for social distancing guidance for each room

Room Capacities at Lydney Community Centre providing social distancing

	Size of Room	No of people exercising and breathing hard (4 m sq)	No of people exercising normally (3 m sq)	No of people with no exercise (2 m sq)	No of people with no exercise (1 m sq)
Room 1	36 sq metres	2	4	9	36
Room2	49 sq metres	3	5	12	49
Room 3	42 sq metres	2	4	10	42
Room 4 (hall)	99.325 sq metres	6	11	24	99

Payments for sessions to be made directly into our bank **within 14 days** or by cheque where possible, to avoid the use of cash, please. If no alternative, cash can be placed in an envelope, stating from whom, date of class, and how much is enclosed.

RESPONSIBILITY OF LYDNEY COMMUNITY CENTRE COMMITTEE

To provide a weekly thorough clean, using a misting machine which will sanitise for up to 8 days, and to spray all hard surfaces and touch points with sanitiser.

To provide materials for hirers to clean touch points, eg door handles, light switches, blind adjuster, tables, etc. before and after each session. Hand sanitisers will also be provided at front entrance, fire door exit at far end, kitchen, and toilets.

As different classes require different distancing depending on the activity, it is not practical for the floors to be taped to show recommended distancing, but a chart will be provided in each room showing the recommended numbers of people allowed for different activities.

Lydney Community Centre will also provide the following signs:

1. Reminder to sanitize hands on arrival at the centre
2. Reminder to maintain safe distance between people attending the Centre
3. To indicate the one-way system, in via front door, out via fire exit
4. Reminder - Only one person allowed in the kitchen or toilets at any one time
5. Reminder to bring own cups and cutlery, and not to use those provided by the Centre.
6. Reminder to use a key or pencil to operate the intruder alarm on arrival and exit

The library of books outside the kitchen will be removed temporarily until further notice, for safety reasons.

When Lydney Community Centre is informed that someone attending the Centre has been diagnosed with Covid 19, the Centre will be closed while a deep clean is carried out, and all other groups using the Centre will be notified.

PS/1.8.20