

# Keeping us all safe

## COVID 19 Guidelines for activities at Aldborough Community Centre effective from May 17<sup>th</sup>, 2021

The Aldborough Community Centre Committee wants to do everything possible to support the re-start of activities at the Centre and to **do this safely**. It has carried out a full risk assessment and continues to revise this as new Government guidelines are published. The risk assessment intends to ensure best practice is in place to keep visitors and users as safe as possible.

Please read these guidelines carefully so we can all **work together** to keep the community **Centre Covid-19 secure** and open for all to enjoy.

These guidelines are a 'living document' and therefore will be revised regularly as more details of Government easing of restrictions becomes clear.

The Community Centre Committee works hard to ensure that guidance remains relevant and up to date. We are always open to other points of view and new knowledge so if you have any queries then please do contact us.

### **Risk assessment:**

In accordance with the Government guidance, the Community Centre Committee has undertaken a COVID 19 risk assessment. This means it is designated a **COVID 19 secure venue** and restrictions are commensurate with this (and are therefore different from measures which apply to your home/garden etc).

**Risk only exists if someone with COVID enters the building**, so the guidance is based on reducing this risk.

Users and hirers of the Community Centre **have responsibility for managing risks arising from their own activities** when they have control of the premises and should take account of current Government guidance relevant to their specific activity or sector.

### **1. Permissible activities in the community centre**

Government guidance indicates that social groups, clubs and activities in groups are permitted to take place in **COVID-19 secure community facilities** as long as they adhere to restrictions on gathering, closing times, social distancing and the wearing of face coverings:

Advice suggests that any group where the practice of social distancing may prove difficult (e.g. amateur choirs, informal get togethers, some hobby or arts groups, parties, informal sports activities) should not use the premises for the time being. However, if this can be done safely, the Community Centre Committee will review on a case by case basis.

The community centre is permitted to have

- socially distanced indoor performances
- small wedding receptions and other celebrations of life events as long as they are in the form of a sit down meal with up to a maximum of 30 guests
- youth/child activities
- blood donation

- support activities

The last orders at the bar are at 10 pm and must close at 11pm

## 2. Space: Social distancing

To ensure that social distancing can be observed when using the premises, the following guidance is provided for different use areas of the Community Centre. According to Government guidance (April 19,2021) a group refers to two households or maximum of six individuals not from the same household/bubble.

Social distancing **between groups is 2 metres** (e.g. sitting at different tables or in clusters, each of which is 2 metres apart)

It is permissible to reduce the distance apart if '*2 metres is not viable*' as long as additional measures such as wearing masks and sanitizing hands are followed e.g. serving food/drinks at the table, make-up and hair assistance for performers.

Please note that Government advice indicates that every effort must be made to prevent 'mingling', **so people attending events should be seated where possible** and other measures such as serving food, drinks and making payments should be facilitated such that people remain seated / or seated at a table.

Government guidance (April 19,2021) for Step 3 ( ie after May 17<sup>th</sup> ) that for **indoor events** there is a mandatory cap of 1,000 people or 50% of a venue's capacity, whichever is lower. The numbers indicated in Table 1 are within the centre's 50% capacity and take into account the need to keep groups 2 metres apart.

The same guidance also states that this 50% cap **only applies to attendees** at events and does not include performers, front of house, caterers, production or events teams, speakers, exhibitors, volunteer helpers etc (who are covered by the work exemption so should not be counted as part of the capacity cap).

**Table 1: Numbers able to use the facilities**  
( to be revised depending on new guidance after June 21<sup>st</sup> )

Location	After May 17 <sup>th</sup> , 2021
<b>Main hall</b>	Maximum 60 people (seated) in 10 groups of 6 without tables. Where seated at tables, the maximum is 48 (ie 8 tables of six). See annex for suggested configuration
<b>Stage</b>	Maximum 6 persons at one time
<b>Back room</b>	When chairs stored, maximum 3 persons at any one time
<b>Bar</b>	Maximum 2 groups of 6. However, at seat service for serving drinks in the main hall is recommended to avoid queuing at the bar.
<b>Upstairs room</b>	Maximum 6 persons at any one time
<b>Main Kitchen</b>	2 persons at any one time
<b>Small kitchen upstairs</b>	1 person at any one time

### Pinch points

The COVID risk assessment for the Community Centre has pointed out that there are ‘pinch points’ where special care needs to be taken to ensure social distancing.

**Table 2: Action for identified pinch points in the Community Centre**

Location	For small nos (<12)	For larger nos	
Entrance hall	2-way passage, managed in such a way as to ensure social distancing	One way system operates with entrance through hall and exit through the fire exit beside the bar. Where there is a potential for queuing to enter from outside, queues should extend outside of the building to allow for social distancing	NB one way notices & no entry/exit notices to be displayed for larger groups to ensure one way system operates
Entrance and exit from the bar	One way flow – entrance using corridor from the hall, exit beside the bar		One way notices on permanent display
Stairs	Maximum 2 persons to use the stairs at any one time going in the same direction (up or down).		Reminder notice at the top and bottom of the stairs ‘ 2 people on the stairs at one time’
Kitchen downstairs	2 persons at a time		
Kitchen upstairs	One person at a time		

### 3. Face

In England, the law indicates that everyone entering the Community centre **must use a mask**.

However, the government guidelines note that **masks need not be worn** if there is a ‘*reasonable excuse*’. This includes;

- eating or drinking
- if they have a health or disability reason to not wear one.
- undertaking exercise or an activity where it would negatively impact their ability to do so.
- children under the age of 3 (who should not wear them)

Hirers should be encouraged to seat or stand people side-to-side, rather than face-to-face, whenever possible.

### 4. Hands

The government guidelines state that ‘*On entering and leaving a community facility everyone should be asked to **wash their hands thoroughly for at least 20 seconds using soap and water** or to **use hand sanitiser** if hand washing facilities are not available*’. The Community centre has placed hand

sanitizer just inside the door of the main hallway and also at the exit when a one way system is used for larger groups.

To avoid hand to hand transmission, contactless card payments will be taken for bar drinks/snacks.

## **5. Toilets**

Where queueing for toilets is unavoidable, arrangements must be made to ensure people queue 2 metres apart.

Signage in the toilets reminds people to wash hands for 20 seconds

## **6. Ventilation**

Government guidelines (April 2021) note that *'Bringing fresh air into a room and removing older stale air that contains virus particles reduces the chance of spreading COVID-19. The more fresh air that is brought inside, the quicker any airborne virus will be removed from the room'*.

Hirers/users are encouraged to keep the Centre's outside doors open as much as possible to create a through-flow of air. Windows should also be opened where possible. (Please make sure these are all secured after use)

## **7. Entering the building/ tracking**

There is a 'Stay at home if unwell' sign displayed at the entrance.

All groups are required to sign in on entering the building, giving time of arrival and departure and phone details as per NHS Track and Trace guidance.