

Covid 19 Protection Policy – 24th Sept 2020

Policy works hand in hand with the Risk Assessment tool

COMMUNICATION

Suppliers and contractors

We will speak to suppliers, including materials, maintenance, inspection, cleaning, etc. to ensure materials and services continue to be available

Hall Users

Hall users will have a copy of our Policy and Risk Assessment and will complete a Risk Assessment of their own and give us a completed copy

Tring Town Council

TTC are our landlords and have ultimate responsibility for the building. Tring Together will continue to do monthly checks on fire alarm operation and emergency lighting, and annual checks on fire safety, fire extinguishers and the gas boiler.

SOCIAL DISTANCING

We expect hall users to follow government guidance on number of people allowed in Nora Grace Hall at one time. We will advise and provide one way flow system, signs and floor markings.

Drop off and collection points will be marked and there will be a *thirty-minute* break between classes to prevent a pressure point and allow cleaning of the essential areas

WEARING FACE MASKS

We expect hall users to follow government guidance on people wearing face masks when using the Nora Grace Hall.

HYGIENE AND CLEANING CHECKLIST

Cleaning of all areas and facilities will be undertaken before opening

Following the initial clean, a regular cleaning regime will be developed. Cleaning before and after use should be a minimum and this will be extended to include cleaning when the hall is in use and between different sessions

Adequate facilities to wash hands with water and soap in the cloakrooms and hand sanitisers at entry and exit points

Kitchens will be closed until further notice

Hall users will be responsible for cleaning the toilets while the session is taking place

MANAGING SPREAD OF COVID 19

All group leaders will keep a register of their users with their name, phone number and time so they can track and trace. NHS QR code is available in several places in the hall. Please ask your users to download the app and check in every time they use the hall. Tring Together must be informed of any cases of Covid 19. The Group Leader will be responsibility for managing data control.

Three questions should be asked of each attendee;
Have you travelled from another country in the last three months?
Have you been in contact with Covid 19?
Have you been/are ill?

Temperature checks are not required at the time of writing the policy.