

Rowley Regis Disability Centre

COVID-19 Guidance to Group Organisers

Effective from 20th August 2020

Contents

Introduction	2
How to use the Guidance.....	2
Facilities	3
Toilets.....	3
Kitchen	3
Entrance Area.....	3
Main room	3
Cleaning Materials	4
Surface cleaner	4
Hand Sanitiser	4
Deep Cleaning	4
Risk Assesments.....	4
Starting Meetings.....	5
Social Distancing	5
Masks	5
Tracking Infections	5
Suspected Infection	5
Disposal of Waste	5
Changing Guidelines	6
Failure of Organisers to follow the Guidance	6

Introduction

The management of the centre are keen to allow groups to commence using the centre as soon as the Government guidance allow and by following the recommendations it is possible to safely operate the centre. The management will not hesitate to close the centre again if there is a rise in cases locally or there are other changes in the situation that requires it.

How to use the Guidance

The guidance is mainly aimed at the group organisers that use the centre and they are issued as a starting point at the time of writing, when we are reducing the lockdown conditions. As the conditions change the guidelines will be amended, these amended copies will be available on our website, facebook page and on the centre noticeboard. Organisers will also be contacted to advise them that changes have been made.

By using the centre any organiser is automatically agreeing to the conditions outlined in this guidance. As well as this guidance which links to the centre risk assessment, group organisers should also have their own risk assessment for their organisation.

Since the management of the centre, cannot be at the centre when every group meets, it is the group organisers responsibility to ensure that everyone attending their event follows the guidance for the centre.

Facilities

It is not possible for the management to arrange to deep clean the centre before and after the centre has been used by every group. Hence, it will be the responsibility of the organisers of the individual groups to wipe down all hard surfaces in the centre, with appropriate sanitising solution, that are going to be used before the meeting, and again at the end of the meeting this will include:

- Doors (including door handles)
- Chairs
- Tables
- Toilets
- Kitchen surfaces

Toilets

The toilet doors can be pinned open this will reduce the need for people to touch those doors (although they should still be included in the cleaning regime).

The toilets should be restricted to only allow one person in them at any one time to ensure that social distancing can be observed.

Kitchen

Due to the size of the kitchen area, only one person can work within the kitchen area at any one time in order to follow the social distancing guidelines.

Entrance Area

The flow of people through the single entrance area will need to be managed to ensure social distancing is observed, people need to be discouraged from loitering in that area since it will compromise any attempts to social distance.

Main room

In terms of the main room, the organiser of the meeting is free to arrange the seating in any configuration that meets their needs, but they need to ensure social distancing is observed. This will be either 2metre or if people are wearing masks this distance can be reduced to just over 1metre. The maximum number of people allowed in the main room at any one time is 30, this total includes the organisers.

Hand sanitiser(s) should be provided near to the entrance in the main room, depending on the group and the anticipated flow of people into and out of the main room, the positioning needs to be carefully thought out so that it does not impact on the social distancing restrictions. Hence it is suggested that the station is at least 2m from the doorway. If a large flow of people is expected, then two or three stations should be provided.

Cleaning Materials

Surface cleaner

Organisers need to provide their own cleaning materials, this will include clothes and spray bottles of surface cleaner. We recommend that if the organiser uses multiple venues you have cleaning equipment for each venue, remember the containers for the cleaning equipment could be a transferable surface hence they should not be shared.

Hand Sanitiser

The group organiser should supply the hand sanitiser to be used by the group, again the recommendation would be that the containers are only used with one group.

Deep Cleaning

The management will undertake more detailed cleaning of the whole centre on a weekly basis, this will include cleaning all the floors, together with all hard surfaces in the building.

Risk Assements

The group organiser should have read and understood the risk assessment for the centre, the organiser should also provide the management with a copy of the risk assessment for the group.

Starting Meetings

Due to the seriousness of the current pandemic situation, the management committee will only allow groups to start using the centre under the following conditions:

- The group organiser has read these guidelines
- The group organiser agrees to fully implement the guidelines.
- The group organiser will explain how they intend to use the centre and have approval from the management committee for that use. The use must be with the accepted Government guidance at the time.
- The group organiser or a named deputy must attend any meetings that they organise to ensure the guidelines are followed.

Social Distancing

During any meeting at the centre everyone present is expected to observe the social distancing guidelines, in Sandwell the director of public health is still recommending that this is maintained at 2m. There are markers in the entrance hall that indicate the distance that is required throughout the whole building.

Masks

Everyone in the centre is required to wear a mask. The group organiser may decide to have a supply of disposable masks for people to use, the alternative is to not allow entry if people do not have a mask. A bin is provided near the exit for disposal of masks.

Tracking Infections

All group organisers are responsible for keeping a register of everyone that attends a meeting held at the centre for which they are responsible. This will consist of the date of the meeting the start and finish time, together with the name and contact details of everyone that has attended. These records should be kept for a minimum of six weeks. They should only be used for the purpose of helping to trace potentially infected people, if someone who has attended the same meeting has been found to have a positive test for Covid-19.

Suspected Infection

If an organiser of a meeting is made aware of someone who has used the centre at one of their meetings has been infected, they should inform the relevant government bodies and the management of the centre. The management of the centre will arrange for the centre to be deep cleaned. In the event of an infected person using the centre, it is likely that the centre will be closed at least a week in order for the deep clean to be completed.

Disposal of Waste

At the end of the meeting the group organiser is responsible for the removal of all the waste generated, including the bin for discarded PPE. The bag in the PPE bin should be sealed and placed inside another bag for disposal. New bags should be put in all the waste bins ready for the next group.

Changing Guidelines

Over time it is expected that these guidelines are going to be changed in line with Government changes. The management will review the situation and will provide updates on the guidance through the website <https://rrdisabilitycentre.com> and Facebook page. Group organisers will be informed of changes directly and will be expected to implement the changes as required.

Failure of Organisers to follow the Guidance

The management trust that the organisers of groups will follow the guidance in the interest of their own group members and other groups that use the centre. But any breach in terms of not following the guidelines could lead to groups being suspended or banned completely from using the centre.