

# ADCA Covid-19 Protocols for Audlem Public Hall Annexe following Risk Assessment

## **One way systems and social distancing:**

- Entrance through Corridors back door, exit through the Thornton Room door
- Taped areas marked on floor to ensure social distancing

## **Protective equipment, including use of face masks:**

- Disposable aprons, masks, visors and gloves to be used by staff when food/drinks served
- Face masks or visors to be worn by staff, volunteers and members while at the venue at all times other than when eating and drinking

## **Ventilation of rooms and use of outside areas:**

- Windows open in the Thornton Room
- Door to the main corridor to be left open

## **Use of toilets and hand dryers:**

- Toilets for women and men – Only 1 person at a time in the toilets
- Paper hand towels to be used disposed off in bin
- Anti-bacterial wipes or sprays to be left in toilets for cleaning after each use

## **Cleaning regimes and frequency:**

- The Annexe will be cleaned via the schedule developed by the User Committee
- ADCA will clean all areas that are touched (door handles, tables, chairs, window sills, all kitchen areas) before and after each use.

## **Hand hygiene:**

- Sanitizer stations to be set up at entrance door and exit door

## **Close monitoring of individual health (each group):**

- Members who are 'shielded' will need to sign to accept responsibility for attendance
- Vulnerable members over 70 can choose to attend once they have been informed of the steps being taken and are confident that ADCA and the Public Hall are taking all reasonable precautions
- Staff and volunteers to have a COVID19 test before projects start again, and then each month
- Trustees are taking responsibility to stay updated on local COVID incidence and to inform members
- **Members, volunteers and staff should not attend if they have any symptoms**
- Digital thermometer will be used to take temperatures on arrival

## **Safety of catering arrangements:**

- Follow all government guidance and maintain normal high standards
- Adhere to Methodist Church guidance (as for ADCA clubs meeting at Hankelow Methodist Chapel Hall) on use of kitchen and food provision

## **Transport, Signage and Logging Visitors:**

- Coffee Club members and new members to be transported by WheelyBus or large car; Carers Group members arrive independently
- Signage with clear instructions and positive message to be prominently displayed
- Log contact details of all visitors and deliveries; no drop-in attendance, register of members attending to be taken each day