| **Area of Focus** | **Controls required** | **Additional information** | **Action by whom?** | **Completed – date and name** |
| --- | --- | --- | --- | --- |
| **Planning for opening to the public** | Walk through the Centre to plan for physical distancing of tables and chairs, including safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary). |  |  |  |
| Determine flow of visitors through the building with separate entrance and exit points if possible. Markings on floor and notices to indicate directions of flow. |  |  |  |
| Limit access to places were the public does not need go, maybe with a temporary cordon in needed eg the area near the office. |  |  |  |
| Determine placement of hand sanitisers available for visitors to use. One at the entrance and one at the exit is considered to be the minimum. |  |  |  |
| Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. |  |  |  |
| Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes. Note that to disinfect surfaces properly the anti bac spray should be left for up to 5 minutes before wiping – check instructions for use on the bottle or spray. |  |  |  |
| Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. |  |  |  |
| Provide safe means for visitors to record their name and contact details; retain each day’s record for 21 days |  |  |  |

| **Area of Focus** | **Controls required** | **Additional information** | **Action by whom?** | **Completed – date and name** |
| --- | --- | --- | --- | --- |
| **Cleaning the Centre before and after use (no known exposure to anyone with Coronavirus symptoms)** | If the building has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces. |  |  |  |
| If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. |  |  |  |
| All cleaners provided with gloves (ideally disposable). |  |  |  |
| Suitable cleaning materials provided. Please read the instructions for use. |  |  |  |
| Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. |  |  |  |
| Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. |  |  |  |
| **Cleaning the Centre after known exposure to someone with Coronavirus symptoms** | If possible close the building for 72 hours with no access permitted. |  |  |  |
| If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. |  |  |  |
| If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. |  |  |  |

| **Area of Focus** | **Controls required** | **Additional information** | **Action by whom?** | **Completed – date and name** |
| --- | --- | --- | --- | --- |
| **Hygiene and face coverings** | Everyone should use hand sanitiser on entering and leaving the building |  |  |  |
| Volunteers will wear face shields and/or face masks. Customers/Visitors will be advised to wear face masks while entering, leaving or moving around. | Research and order face coverings |  |  |
| Notices to be placed at entrance re use of face coverings. |  |  |  |
| The use of a forehead thermometer can be a great reassurance to visitors and volunteers alike. The normal temperature range is 36.5C to 37.0C and a fever is generally agreed to be 38C or over. An upper limit of 37.5 is recommended for entry to a community event and at this level visitors should be advised to isolate at home until they feel better or have had a test. Consider fixing a 37.5C red sticker on the thermometer as a reminder. | Research and purchase forehead thermometer |  |  |
| **Vulnerable People** | Volunteers will be aged over 18 and under 70 if possible. Where a volunteer is over 70 they will be given duties where they only come into contact with a limited number of people (eg in the kitchen). | Discuss attitudes to health risks with existing volunteers |  |  |
| Most customers will be over 70 so special care will be taken to ensure seating is 2m apart. |  |  |  |
| Remember not everyone who is vulnerable will be elderly. |  |  |  |
| **Toilets**  **Area of Focus**  **Toilets (Continued)** | Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. | Discuss with Centre management team |  |  |
| Adopt a limited entry approach, with one in, one out (whilst avoiding the creation of a bottleneck). Use social distancing marking in the area where a queue might form. |  |  |  |
| **Controls required** | **Additional information** | **Action by whom?** | **Completed – date and name** |
| Ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available |  |  |  |
| **Serving food and drink** | Volunteers should wash their frequently with soap and water for at least 20 seconds. This should be done routinely, including:   * before and after handling food * before handling clean mugs, cups or cutlery. Drinking vessels should only be handled by the base or handle, hands should be well away from the top. * after handling dirty or used items, such as collecting used dishes from customer tables * after handling money * after touching high-contact surfaces, such as door handles * when moving between different areas of the centre * after blowing your nose, coughing or sneezing. |  |  |  |
| All crockery and cutlery used will be washed in the dishwasher. Disposable cups will be used as an alternative if there is a problem with the dishwasher. | Check condition of dishwasher with Centre management |  |  |
| Disposable table cloths, drying cloths, napkins etc should be used and disposed of immediately after use. The use of cloth tea towels etc is not recommended. | Ensure supplies are available |  |  |
| Use individually packaged food items – biscuits, cakes etc -to avoid touching or handling food. |  |  |  |