

## **Watchet Community Centre Covid - 19 Precautions agreement**

Please read this letter to understand what precautions and procedures we have put in place to ensure safety for all during this Covid-19 period. If you have any questions whilst in the building or with our procedures, please raise this with the Watchet Town Council Clerical Officer, Jo Grellier, so we can clarify our reasoning and work upon your feedback. We will ensure every practical precaution will be taken to make us all feel safe and comfortable.

### **When entering the building you agree:**

If you have **any** symptoms of the virus please do not enter the building (these include high temperature, cough, loss of taste/smell).

Face masks/coverings must be worn on entry until safely positioned in your social distanced marked area, at this point they can be removed if required.

Enter the building via the main entrance as usual. The first person to enter the building must ensure the door is secured open to prevent unnecessary touching of the entrance door handle.

All attendees to the centre who have the NHS Track & Trace app installed must scan the track & trace bar code on entry. If this is not possible, a manual track & trace form must be completed on entry.

Upon entrance, use hand sanitizer which is located on the pillar to your right.

Follow the one-way system marked around the pillar and into the hall.

Upon your agreement the class organiser may ask for a non-contact temperature check.

Respect social distancing as best as possible maintaining a 2-metre distance from anyone not in your household. When the class begins each member must remain inside the social-distance boxes marked on the hall floor.

Face masks/coverings must be worn when using the toilet facilities. The male toilets will be out of bounds. Only one person at a time can enter the female/disabled toilet facilities. If there is a queue, ensure social distancing guidelines are adhered in the corridor.

Not to bring any personal belongings, other than those required for your session, into the Centre.

Limit as much as possible handling of any equipment, switches items found in the building.

The Kitchen is out of bounds and not to be used under any circumstances.

**Your group organiser promises that they:**

Before and after your group, clean **ALL** areas. (including chairs/tables if required for your group, equipment, toilet facility taps, the centre floors, and door handles).

Will not enter the building if they have **any** virus symptoms and will follow any isolation guidelines if they develop any symptoms.

Will open all windows in the main hall to ensure good ventilation.

Will wear any PPE required and if requested to do so by members (please ask your organiser if it would make you more comfortable in our building).

Will carry out all cleaning using correct approved antiviral sprays, wipes and chemicals provided by Watchet Town Council, and sign the cleaning log once the clean has been carried out.

Will ensure doors are left open to minimise points of contact (apart from toilet cubicles that will be cleaned regularly).

Will ensure all completed manual track & trace forms are posted into the Watchet Town Council letterbox, which can be found beside the entrance door to the Watchet Visitor Centre, immediately after the session.

Will listen and act on practical suggestions, advice, and requests to make your visit as safe and welcoming as possible.

**I have read and understood this information letter and agree to follow the procedures above.**

**Signed**

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**Print name**

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Date

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