



SUDLEY AREA RESIDENTS' ASSOCIATION

A charitable incorporated organisation, charity number: 1190529

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Sudley Area Residents' Association (SARA) COVID-19 Secure Procedures

Version: 1.10

Date: 8th December 2021

Version Control:

Version	Notes	Date
1.1	Original Document	26 th July 2020
1.2	Additional items added to procedures and risk assessment for trustees' review	2 nd August 2020
1.3	Updates following trustees' meeting	5 th August 2020
1.4	Update following new requirements re: face coverings in Community Centres	8 th August 2020
1.5	Final version approved for circulation to session leaders	2 nd Sept 2020
1.6	Amended to reflect changes to rules on social gathering	10 th Sept 2020
1.7	Amended section 7 (Register) to reflect QR codes for venue check-in and amended section 14 (Social gathering exemptions) to reflect updated guidance, section renamed permitted activities / social gathering exemptions	5 th Jan 2021
1.8	Amended title and contents of section 7 in line with Government guidance; amended section 9 to reinstate kitchen facilities, added kitchen area to all cleaning sections and removed individual session information relating to chairs and tables in section 13.	14 th April 2021
1.9	Revised document in line with Government COVID-19 Response: Summer 2021. Circulated 12 th July 2021 with changes effective from 19th July 2021 .	5 th July 2021
1.10	Reintroduction of mandatory face coverings unless the individual is exempt or the individual	8 th December 2021

	is undertaking an exempt activity. Circulated 9 th December 2021 with changes effective from 10th December 2021.	
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Versions 1.1 to 1.8 of this document were prepared in line with Government guidance first published on 30th June 2020. The document has been reviewed and revised as the guidance on multi-purpose community facilities has been updated.

The guidance can be found at: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

Version 1.9 of this document has been prepared in line with Government guidance 'COVID-19 Response: Summer 2021'.

The guidance can be found at: <https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap>

Version 1.10 of this document has been prepared in line with the 'Plan B' announcement on Wednesday 8th December 2021.

The purpose of this document is to identify the procedures that SARA expects to be followed by everyone entering the building. This document is referred to in our hire agreement and session leaders are responsible for ensuring compliance with these COVID-19 Secure Procedures.

If revisions are made to this document, session leaders will be emailed a revised version and asked to confirm receipt. It will be assumed by confirming receipt, that session leaders are agreeable to any changes before their next session takes place.

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1. THE LIFTING OF GOVERNMENT RESTRICTIONS

Lifting restrictions does not mean that the risks from COVID-19 have disappeared. Instead it marks a new phase in the Government's response to the pandemic during which people need to manage the risks to themselves and others as the country learns to live with the virus. Building on the updated guidance on meeting friends and family, announced as part

of step 3, the Government has produced advisory guidance on how people can manage the risks to themselves and to others. It sets out how the following behaviours are beneficial:

- Meeting in well-ventilated areas where possible, such as outdoors or indoors with windows open.
- Wearing a face covering where you come into contact with people you don't normally meet in enclosed and crowded spaces.
- Washing your hands with soap and water or using hand sanitiser regularly throughout the day.
- Covering your nose and mouth when you cough and sneeze.
- Staying at home if unwell, to reduce the risk of passing on other illnesses onto friends, family, colleagues, and others in your community.
- Considering individual risks, such as clinical vulnerabilities and vaccination status.

2. SOCIAL DISTANCING AND MAXIMUM CAPACITY

Social distancing rules are lifted. All attending the hall should continue to consider the risks of close contact with others, particularly when clinically extremely vulnerable or not yet fully vaccinated.

Maximum capacity reverts to numbers advised by Merseyside Fire & Rescue Service.

3. FACE COVERINGS

From 10th December 2021, Face coverings are mandatory at SARA Hall unless the individual is exempt or the activity being undertaken is an exempt activity i.e. eating, drinking, exercising or singing.

4. SENSIBLE PRECAUTIONS

SARA expects all users of the building to use sensible precautions to help reduce the spread of COVID-19. This includes the following:-

- **Nobody** should attend the premises if they have coronavirus symptoms or are self-isolating.
- Observe the one-way system for entering and exiting the building (unless attendee has a valid reason to use the accessible entrance to exit the building).
- Keep the hall well ventilated during the session, opening doors and windows as far as possible. A window pole is provided for the fanlights. Wall vents are fixed in the open position.
- Clean surfaces that people touch regularly (blue cleaning roll and surface sprays are provided).
- Clean hands regularly (handwash, paper towels and hand sanitiser are provided).

5. NHS TEST AND TRACE

Although no longer a legal requirement, SARA will continue to display NHS QR code posters around the building to support NHS Test and Trace. We would encourage session leaders and attendees to ensure they have up-to-date contact details.

Session attendees should contact their session leader and SARA (0151 726 0805) should they become unwell with coronavirus symptoms or receive a positive test.

6. CLEANING

SARA Hall is cleaned on a regular basis but cleaning between each session cannot be guaranteed. Blue cleaning roll and surface sprays are available in the main hall by the kitchen serving hatch and in the corner by the bookcase. ***These items are being provided specifically in response to COVID-19 and are not to be used by session attendees for other purposes e.g. painting sessions should continue to provide their own paper towels to clean palettes.***

The floor in the main hall is pitch pine parquet and while the floor will be maintained on a regular basis, there are limitations as to what detergents can be used without either damaging the floor or making it a slip hazard. SARA encourages the use of mats or similar where there is physical contact with the surface, these should be cleaned after use. We advise against bare feet at this time.

7. AVAILABILITY OF FACILITIES

During the pandemic, soft chairs have been on rotation. As the maximum capacity at SARA Hall is no longer based on the 1m+ social distancing legislation, we do not have enough soft chairs to meet demand from all groups. For this reason, SARA will no longer have designated sets of chairs for each group. Soft chairs in the cloakroom will be available for all groups to use. Anyone who would prefer to use a plastic chair (enabling them to wipe down before and after use) can do so providing they are returned to the trolley after use (The trolley is stored in the table store).

Toilets are available as normal with the door to the ante-room of each to be wedged back. Only one person in the ante-room/toilet of each at any one time.

There are limited kitchen facilities available to groups. SARA will not be providing tea, coffee or sugar and the coffee machine will not be available. Group leaders should encourage those attending to bring their own refreshments.

The kitchen area is not large, and users should consider the risks of close contact with others. There must be regular cleaning by the group of surfaces that are touched frequently in the kitchen area.

All decorative items and books have been removed from the main hall – this will be monitored by Trustees and items may be reintroduced where appropriate.

8. SESSION LEADER PAYMENT FOR SESSIONS

SARA will no longer accept cash or cheques as a method of payment from session leaders. All regular sessions will receive a monthly invoice to be settled by bank transfer.

9. ANYONE BECOMING UNWELL

Anyone who becomes unwell at the hall with suspected COVID-19 symptoms should be moved away from others until transport home or to hospital is available. Tissues, a bowl of warm soapy water for handwashing and paper towels should be provided. Tissues and paper towels should be disposed of into a plastic bag (available from the kitchen) The bag should be sealed and placed in a safe place for 72 hours before being disposed of into the general rubbish collection.

Other people that have attended the same activity should be asked to leave the premises (ensuring that a record of who was in attendance is noted). The NHS Test and Trace service should be informed.

Centre management and Caretaker should be informed immediately, and the hall closed so that a decontamination clean can be carried out.

Steven Kearney (Chairman) – 07739 421 354

Dot Caples (Secretary) – 07880 776 028

Caretaker – 07703 570 636

A decontamination clean should be carried out in the premises in accordance with Government guidance <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> (copies have been distributed to trustees and staff). Disposable PPE equipment should be disposed of into a sealed, labelled or marked plastic bag and secured for 72 hours before rubbish is collected. The cleaner should launder all personal clothing worn on arrival home.

10. EMERGENCY CLOSURE

Should it be necessary to close SARA Hall because of a potential COVID-19 incident in the building, a local spike or any other COVID-19 reason, appropriate notices will be displayed on the door and session leaders will be contacted. It is important that nobody enters the building during this time.