

THE OLD SCHOOLHOUSE COMMUNITY PROJECT

Guidelines for use of the centre

Updated 23rd August 2021

The guidelines and measures that follow are in place to enable a safe environment for all users, staff, volunteers and visitors to the building. Although legal restrictions are lifted, some practices are still useful to reduce the risk of transmission of any virus.

These guidelines and measures will be implemented from Monday 30th August 2021. They will be reviewed on the 20th September, or after any significant change to Government guidelines.

Start date: 30th August 2021

General

- Do not to enter the building if you are experiencing symptoms of Covid-19 - high fever, persistent new cough, loss of, or change in, your sense of taste and/or smell.
- Opening hours:
Monday to Friday (inclusive) 9.00am – 5.00pm

Meetings

Although meetings may be conducted without social distancing rules, it is recommended that close contact is minimal, and where possible, to limit the number of attendees so that a degree of social distancing can be maintained.

The recommended numbers able to participate in a meeting in each room is as follows –

	With social distancing	normal use
Faraday/Brunel	9 (with 2 metre distancing) 14 (with 1 metre+ and using face coverings)	20
Gavin	6	10
Hall	20 (each attendee on a separate table) 30 lecture style	80
Quiet Room	not normally available for hire. Please ask at reception if this room is required.	

N.B: The Faraday and Brunel Rooms will **not** be available for separate bookings. They will be combined and can be booked as one room. The charge will be as for one of these rooms only.

- It will be helpful to provide a list of attendee names at least a day prior to the meeting.

Catering is available by arrangement. Please visit our website for more information. (www.oscp.co.uk)

Entering the building

- **Reception**

- Please use the hand sanitiser as you enter the building.
- Please ask the Receptionist to sign you in.

N.B: It is no longer a legal requirement to take contact information but venues are asked to keep the QR Code Poster in place for those who wish to use it.

- Please do not linger in the reception area so that other people can enter and leave safely.

Around the building

- **Communal and shared areas:**

- Sanitiser dispensers are placed around the building.
- A regular cleaning regime for commonly used areas, doors, etc is in place
- Face masks are not obligatory, but it is recommended to wear them in public areas.

- **Toilets**

- Please observe use of 'Vacant/Engaged' signs on the outside door of the toilets.

- **Lifts**

- Only one person at a time may use the lift unless you are assisting another person.
- It is recommended to wear a face mask in the lift.

If you want to discuss any of the above or have any questions please contact Karl on 0151 480 9177 or at reception@oscp.co.uk

Once again, thank you for understanding.

Karl Hart
Manager
Old Schoolhouse