



The Old Schoolhouse
Community Project

THE OLD SCHOOLHOUSE COMMUNITY PROJECT

Returning to use of the centre

updated 21st July 2020

As the weeks go on it is becoming a little clearer how groups and organizations feel they can move forward in the next few months. The situation continues to develop, and what, at the start were coping strategies, are now new ways of working that are settling into routines. That being said, what is here today may not be appropriate in a few weeks time, and we still need to be aware of possible changes ahead.

These guidelines and measures to enable a safe environment for all users, staff and volunteers, contain some amendments from the last set you received in June. These have been made to accommodate the increased use of the building.

The amendments are in italics.

In addition to cleaning the public areas during the day, the centre will close at 5.00pm to allow cleaning throughout the building.

These guidelines and measures will be implemented from Monday August 3rd. They will be reviewed the week commencing August 17th.

GUIDELINES and MEASURES FOR A RETURN TO USE OF THE OLD SCHOOLHOUSE

Start date: 3rd August 2020

Review: w/c 17th August

General

- We ask you 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: 9.00am – 5.00pm
- We will be limiting the overall number of people in the building at any one time and ask you to be patient with staff who may have to ask you to wait.
- *If you are inviting visitors to the building please check with reception first so that we can check possible numbers using the building on any particular day.*

Meetings

- The number of meetings per room will be limited to one per day (to allow for cleaning)
- The number of attendees will be limited to meet social distancing requirements.

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

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.

Faraday/Brunel 9 (with 2 metre distancing) 14 (with 1 metre+ and using face coverings)

Gavin 6

Pankhurst unavailable

Hall unavailable until September 1st at the earliest

(currently used as a base for food deliveries to vulnerable people)

- No catering is available until 1st September at the earliest

Entering the building

• **Reception**

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

N.B: Contact information will be required to meet the Test & Trace rules

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

Around the building

• **Communal and shared areas:**

- *Hand Washing facilities and sanitiser are placed around the building.*
- A regular cleaning regime for commonly used areas, doors, etc is in place

• **Snack Shack**

- The coffee machine will not be in use
- When using the urn please hold a tissue over the handle
- Spoons are individually placed for use. After use please place them in the bowl for used spoons.

• **Toilets**

- Only one person at a time may use the toilets.
- A Vacant/Engaged sign has been placed on each door – please turn it to ‘Engaged’ when using the facility, and back to ‘Vacant’ when you come out.
- Flushing the toilet – please drop the lid before flushing to prevent spread of droplets.
- The toilets will be cleaned regularly, but it would be helpful if you could use the cleaning material provided to wipe down any areas you have touched – thank you.

• **Lifts**

- Only one person at a time may use the lift unless you are assisting another person.

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