



User rules during Covid-19 restrictions

Version 1, 1 July 2020

Further to the Government's announcement that community centres can re-open from 4 July 2020, the trustees of the Coulsdon Community Centre ("CCC") have reviewed what is permitted and what is safe. These rules have been designed to ensure everyone meets their legal duties and everybody is kept safe.

There are some activities, within our Community Centre, which are still subject to absolute restriction. Performances of any kind, including singing (except one sole singer at a distance from other members), cannot proceed at this time. We therefore anticipate that at this time, our drama group users will be able to return only for non-performance related activities. We appreciate this may be a cause of frustration. We will monitor the guidelines as they change and update these rules, to ensure greater flexibility, as soon as we are able.

In particular, please note point 6, relating to any future need to track and trace contacts of infected people. This requires a list of attendees to be taken at each and every meeting of your group.

Any Users returning on or after 4 July 2020, must:

- 1) Undertake their own risk assessment to assess their risks in returning. Feel free to refer to the Coulsdon Community Centre's risk assessment in creating your own, since some matters which are relevant to all of us, have been handled within that.
- 2) Maintain 2m social distancing at all times, except in the case of an emergency or if providing first aid, subject to the rules in the Coulsdon Community Centre risk assessment.
- 3) Leave internal doors open when using the premises to allow minimal need for touching doors. Naturally please shut and where lockable, lock all internal doors when you leave. For reasons of privacy it is not expected that the doors to the toilets will be left open.
- 4) Please ask your members to enter the building one at a time, unless they are part of the same household/bubble in which case, they may enter in household groups.
- 5) Except in the case of an emergency, ensure your members leave one at a time, unless they are part of the same household/bubble, in which case, they may leave in household groups. Where a room (such as the main hall) has multiple exits, please use all exits to protect users as much as possible.

- 6) Track and retain for 21 days, the names and contact details of any members of your group that have attended the Centre and when. Please ensure all records are stored confidentially and in compliance with the General Data Protection Regulation (GDPR).
- 7) Where possible, recommend your members travel to the CCC using independent means of transport (e.g. by foot, by bike, by personal car) and to park so as to observe social distancing.
- 8) Any Covid-19 or suspected Covid-19 cases amongst your members who have attended the Centre in the last 21 days must be reported straightaway to the trustees of the Community Centre via email at coulsdoncom@yahoo.com
- 9) Avoid playing any music at a volume that would cause members to need to raise their voice.
- 10) Ensure that the number of members attending any one User group gathering do not exceed 21 in the upper hall and 50 in the main hall.
- 11) Require any member who is suffering or has recently suffered Covid-19 symptoms to not return to CCC until the earliest of their i/ having observed the self-isolation period then in force or, ii/ have received a negative Covid-19 test result, which must be evidenced to the user group concerned.
- 12) Ensure your first aiders are provided with masks in addition to gloves and must follow cleaning methods/sanitisation after providing first aid (if any).

If you have any questions about these rules, please contact us at coulsdoncom@yahoo.com

Thank you.