

Hilda Lane
Community Association

**COVID-19 Secure
Guidelines**

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Introduction

This document sets out to detail the steps taken by the Hilda Lane Community Association (the HLCA) in order to make the St Hugh's Community Centre a COVID-19 Secure place for our staff, volunteers, hirers and visitors.

It is being made available for all to study – all staff members and trustees have been instructed to read it and all hirers are being asked to agree and follow the guidelines herein as part of their hire agreement.

It is being reviewed currently on a weekly basis, and if any changes are required, all relevant persons/parties must be informed as such at the earliest opportunity.

We welcome any comments, feedback or questions, etc. in relation to this document – please email them to John Campbell - john.campbell@hlca.org.uk.

The HLCA are legally responsible for ensuring these rules are maintained within the Centre, for both Centre-led activities and private hire. As such hirers and HLCA staff & trustees must intervene immediately if they observe any breach of these rules.

Face Masks

Members of the public must wear a face mask at all times when inside the St Hugh's Community Centre, unless they are exempt (see below). Masks should be put on before a person enters, and not taken off until after they have left. If a person refuses to wear a mask, is not exempt and has no valid reason not to wear a mask, then they should not be permitted entry.

Employees and trustees are exempt from wearing a mask if working with no-one else present in the same room. This exemption could also apply to volunteers in certain circumstances, but must be authorised by an employee or trustee in advance.

There are exemptions for the general public, such as for children under the age of 11, people who cannot put wear a mask because of an illness, impairment, or disability, and emergency service workers.

There are also scenarios when it may be permitted to remove a face covering, for example to take medication, to eat or drink, or if delivering a sermon or prayer in a place of worship. In these circumstances – the person removing their mask must remain at least 2 meters apart from anyone else.

Full details of UK government guidance on the wearing of face masks can be viewed online here:

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

The Health & Safety Executive guidance on the wearing of face masks can be viewed online here:

<https://www.hse.gov.uk/coronavirus/ppe-face-masks/face-coverings-and-face-masks.htm>

Note 1 - Exemption for Employees

The government guidance on the exception for employees:

“Face coverings are not required by law for employees as employers already have a legal obligation to provide a safe working environment. Employers should assess the use of face coverings on a case by case basis depending on the workplace environment, other appropriate mitigations they have put in place, and whether reasonable exemptions apply.”

Most Health & Safety legislation is criminal law and applies to only employees so would not necessarily be applicable to trustees or volunteers, but the under the Health & Safety at Work Act 1974, the HLCA has a duty of care to its volunteers, etc.

<https://www.hse.gov.uk/contact/fags/charities.htm>

<https://knowhow.ncvo.org.uk/tools-resources/volunteers-and-the-law/health-and-safety>

<https://www.ihasco.co.uk/blog/entry/1962/does-health-safety-legislation-apply-to-volunteers>

<https://www.gullands.com/news-events/news/charities-trustees-and-the-health-and-safety-status-of-volunteers/>

Social Distancing

The latest government guidelines on social distancing stipulate that people cannot meet up in groups of more than 6 people, unless their household/support bubble is larger than this. This applies to meeting up both indoors and outdoors. This number includes children.

There are exceptions that allow the Centre to run certain types of activities, and to hire out the facilities for events that may exceed that number, but no type of event with more than 30 people in total is permitted providing COVID-19 Secure guidelines are followed.

The “1 Meter Plus” rule on social distancing basically stipulates that other preventative measures should be put in place such as screens and face masks.

At the Centre (inside and outside), people should comply with the “2 Meter” rule on social distancing, regardless of the requirement of the wearing of face masks. Where this is not practical, observance of the “1 Meter Plus” rule is acceptable, provided such preventive measures are in place.

For events where more than 6 people are present, people from the same household/support bubble should stick together and not “mingle” with other persons from other households/support bubbles.

Because of such restrictions the maximum capacity of each room at the Centre is now (and until further notice) as follows:

- Hall: 30 people
- Meeting Room: 4 people
- Kitchen: 2 people
- Office: 4 people

The above maximum capacities may be reduced for certain types of activities, such as exercise classes where a bit more room is required, etc.

It would be difficult to safely provide a one-way flow for the movement of people inside the Centre, so people should be discouraged from hanging about in the corridors talking, etc.

For persons waiting to speak to someone, a queue should be formed, preferably outside, so as social distancing is maintained.

Where practical, visits to the Centre such as service visits or hirers viewing the facilities should be booked in advance. No more than 5 persons must visit at any one time, so that when accompanied by a single staff member or volunteer, they do not exceed current guidelines of 6 people.

Full details of UK government guidance on social distancing can be viewed online here: [Coronavirus \(COVID-19\): Meeting with others safely \(social distancing\)](#)

NHS Test & Trace

The HLCA have implemented a process of keeping the required details on paper. All data protection requirements are being observed and all data will be destroyed after 21 days. Additionally, posters displaying the NHS QR code for the Centre will be displayed from 24th September 2020.

As of 24th September, people can opt to scan the Centre's NHS COVID-19 QR code available on the displayed posters using the NHS COVID-19 app. If they do this then it is not required that their details are recorded on the paper forms (this applies both to the Centre's records and to those kept by hirers).

Where a person does not use the QR code, their name and a telephone number must be provided and recorded for each visit – along with the date of the visit, the arrival time and if possible the departure time. If a telephone number cannot be provided then the acceptable alternative methods of contact include an email or postal address.

Staff, trustees and volunteers are included in this, and here the recording of the departure time is a requirement.

If a visitor only interacts with a single member of staff (or a trustee/volunteer) this too should be recorded along with the visitors contact details.

For group visits of 6 people or less, only the lead member of the group is required to provide their details, provided the other person visiting are known to them and they are able to contact them should the need arise.

Hirers will be required to record their own Test and Trace lists, and to provide the HLCA with copies on the day of their event. Forms have been made available for this purpose that hirers can use. Hirers must be mindful of data protection requirements, so if completing the group form they must do so themselves (rather than hand the form around to individuals to enter their details) in order to protect personal data.

Person exempt from giving their details or scanning the QR code include:

- Children under the age of 16
- Any person unable to do so owing to a physical or mental disability or other reason related to their health
- Emergency responders (police, fire, ambulance etc.)
- People making deliveries or collections (couriers, Royal Mail, etc.)

Unless they are exempt, any person who refuses to either scan the QR code or give their details should be refused entry to the premises.

Full details of UK government guidance on Test & Trace can be viewed online here:

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

<https://www.legislation.gov.uk/uksi/2020/1005/made/data.pdf>

Health & Hygiene

All people should be encouraged to wash their hands frequently – this includes when first entering the building and when leaving it. It is better, and therefore preferable, to wash your hands using soap and hot water for at least 20 seconds, rather than by using a hand sanitizer. For activities where people might go bare-footed – the same applies to feet – they must be washed or sanitized both at the start and the end of the activity, and if the person leaves the area where the activity is taking place, for example to use the toilet.

You should limit the volume of any music or other loud noises during your activity in order to avoid people raising their voices or shouting.

Increase ventilation by opening doors and windows where feasible. Where not practical in the Hall itself, switch on the ventilation “boost” (switch is marked in the cupboard) and turn on the big fans using the pull cords.

Limit the use of the toilets to one person per facility at a time, e.g. 1 person in the women’s, 1 in the men’s, etc. Where practical the men’s and the women’s facilities may be blocked off to limit the use – leaving only the accessible toilet available.

Clean surfaces that are touched as frequently as is practical. This includes not just the kitchen surfaces and table tops, but things like chairs, door handles, light switches, etc. All users or hirers must ensure that this is done – all items they used must be cleaned.

For this purpose a variety of cleaning materials are provided, and can be found in the blue COSHH cupboard in the kitchen (the key for this is kept inside the adjacent wall cupboard on a hook). Materials include:

- Floor Cleaner.
- A variety of antibacterial surface cleaners and multipurpose – for use with tables, chairs, work surfaces, etc.
- Small alcohol based-sprays that can be used without the need for wiping down afterwards. Only to be used for small areas such as door handles and light switches.
- IPA (alcohol-based) wipes.
- Kitchen roll.

Please follow the instructions on the labels on all cleaning materials and use as appropriate.

Rubbish – all users and hirers must ensure they remove any rubbish at the end of their activity. Certain types of waste (for example, items used for cleaning, tissues, etc.) should be kept safely and securely for 72 hours before disposing of in general waste. Instructions will be given and facilities will be provided for such waste.

Food and drink may be served as part of activities or hire event, but selection should be limited, and where possible should be pre-packaged, individual servings. Disposables cups, plates, crockery, etc. should be used. Food and drink should be served to people sitting at tables where practical, e.g. people should not queue at the hatch to collect.

The kettle and Urn may be used to heat water, but no other utensils (pots & pans, bowls & plates, cutlery, etc.) belonging to the Centre may be used.

Centre Activities

There are currently no “Centre-led” activities at present.

Hire

Until further notice, bookings will only be taken for those activities permitted by current government guidelines. This list is subject to constant revision, but at the time of writing includes:

- Parent and toddler groups
- Formally organised support groups
- Educational classes

Bookings are not permitted for parties, or for informal or formal social groups, clubs and activities such as:

- formal or informal clubs and hobby clubs (e.g. women's institute, veteran's associations, freemasons, sewing clubs, book clubs, crafts clubs, reading groups)
- amateur choirs and orchestras
- informally organised sport activities on facilities grounds

In addition to this, indoor team sports and group physical exercise is not permitted.

Capacity will be determined on a case-by case basis, and restricted where necessary. They should not exceed the limits in the section on Social Distancing (above).

Hirers will be required to demonstrate their awareness of all relevant guidance, which we can provide if requested, and will need to provide, a; proof of their public liability insurance cover, and b; a risk assessment relevant to their activity, unless deemed exempt by the HLCA.

Early Outbreak Management

Any potential outbreak or similar risk must be reported immediately. If no-one is present at the Centre then you should ring John Campbell on 07546 181805.

Action Cards as well as the details of our local PHE HPT are on display in the office at the Centre, and all hirers must be given a copy. These cards detail the steps to be taken should a possible outbreak occur.

Our Local Health Protection Team (HPT):

PHE South London Health Protection Team,
Floor 3C Skipton House,
80 London Road,
London,
SE1 6LH

phe.slhpt@nhs.net
slhpt.oncall@phe.gov.uk

Phone: 0344 326 2052
Fax: 0344 326 7255

If you need to send information that might reveal someone's identity, put it in an encrypted email.

Do not put personal information in the subject line.

Further Guidance

UK Government Guidance

- [Tier 4: Stay at Home - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/tier-4-stay-at-home)
- [Local restriction tiers: what you need to know - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know)
- [Coronavirus \(COVID-19\): Meeting with others safely \(social distancing\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-meeting-with-others-safely-social-distancing)
- [COVID-19 guidance for voluntary, community and social enterprise organisations - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-guidance-for-voluntary-community-and-social-enterprise-organisations)
- [COVID-19: Guidance for the safe use of multi-purpose community facilities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities)
- [COVID-19: guidance for the safe use of places of worship from 2 December - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-2-december)
- [Performing arts - Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/performing-arts-working-safely-during-coronavirus-covid-19)
- [Providers of grassroots sport and sport facilities - Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/providers-of-grassroots-sport-and-sport-facilities-working-safely-during-coronavirus-covid-19)
- [Coronavirus \(COVID-19\): Education and childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-education-and-childcare)
- [Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)
- [COVID-19 early outbreak management - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-early-outbreak-management)

National Youth Agency Guidance

- [NYA COVID-19 Guidance - NYA](https://www.nya.org.uk/covid-19-guidance)

Clarion Guidance

Clarion - Community Assets Covid-Secure Guidance V5.0 (Google Drive)

Help Keep the St Hugh's Community Centre COVID-19 Secure!

For all visitors, users and hirers:

- **You must not enter the building if within the last 14 days, you or any member of your household (or support “bubble”) has:**
 - **Displayed symptoms of COVID-19**
 - **Been told to self-isolate**
 - **Tested positive for COVID-19**
- You will be required to wear a face mask at all times inside the building, unless exempt from doing so.
- You must not exceed the stated maximum capacity – currently this is 30 people in the Hall and 4 people in the Meeting Room. In addition to this there should be no more than 2 people in the kitchen at any one time, and persons using the toilet facilities should do so one at a time.
- People from one household/support bubble must not mingle with people from another household/support bubble.
- You will be required to provide names and contact details in order to comply with NHS Test & Trace requirements. Optionally people can use the NHS app and scan the Centre QR codes displayed on posters.
- Please thoroughly wash or sanitise your hands upon arrival and regularly during your time in the building.
- Wherever possible you must remain a minimum of 2m away from anyone that is not in your household. (For those with support ‘bubbles’ these are included within their ‘household’).
- You must follow all government guidance in relation to community centres, as well as any guidance pertinent to the particular activity you are taking part in, along with any guidance issued by the building’s owners – Clarion.
- You must follow all COVID-19 Secure signage and instruction within the building issued by the HLCA.
- Where practical, please leave windows and doors open to increase ventilation, remembering to close them when you leave.
- You should restrict the level of music, etc. in order to avoid people shouting or raising their voices.
- You must wipe down all equipment you have used, such as tables and chairs, along with frequent touch points such as door handles, light switches and surfaces within the areas you have used.
- Please ensure and rubbish and waste is removed and disposed of as instructed.
- **If after visiting the Centre, you become aware that you (or any person attending your event) have tested positive for COVID-19, are suspected of having contracted it, or have been requested to self-isolate, you must inform us immediately.**

Thank you for helping us to operate safely and control the spread of the virus!

Help Keep the St Hugh's Community Centre COVID-19 Secure!

For hirers only:

Hirers will be responsible for ensuring all attendees to their event adhere to the guidelines laid out in the previous section ("For all visitors, users and hirers"), and in addition will be required to:

- Provide us with a copy of their current public liability insurance cover document, unless deemed exempt by the HLCA.
- Provide us with a risk assessment relevant to their activity. Again for some hirers may be exempt if deemed so by the HLCA. Please ask if you need help with this.
- Provide us with a list of all attendees on the day the event is held. Forms will be provided and delivery instructions given to each hirer.