

# Reopening Buildings Post Covid-19

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Locality - 9<sup>th</sup> July 2020



locality

the power of community

# Introduction

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- Our work in this area

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# Context

- Community centres and other multi-use community facilities support a wide range of local activity
- Communal nature makes them places that are vulnerable to the spread of coronavirus
- Centres have been closed except those used for food distribution and nurseries for key workers
- But from 4<sup>th</sup> July they have been able to reopen – at your own discretion
- Community centres/hubs are also workplaces – duty of care to staff and volunteers as well as users
- Some staff/volunteers may continue to shield during this period
- The multi-use nature of many community spaces makes some of this re-opening advice difficult – only be re-opening activities that you are permitted to

# Key principles (1)

- Just because you can open doesn't mean you have to.
- Is it safe? Is it viable?
- Do you know what your community wants and needs?
- Familiarise yourself with Government guidance - reopening plans should be consistent with:
  - New Community Centre guidance
  - Core public health guidance regarding health, hygiene, and social distancing
  - Safe workplace guidelines, to ensure employees are safe to return to work
- Ensure users and hirers of a community facility are also aware of their responsibility for managing risks arising from their own activities when they have control of premises
- Check insurance cover

# Key principles (2)

## Staff

- Any staff who are extremely clinically vulnerable cannot return to work at the moment. Others should still be encourage to work from home where possible.
- What is the minimum number of staff you can function with?

## Organisation

- Costs implications of reopening – equipment to support social distancing, additional cleaning, reduced capacity
- Revise budgets and cashflow forecasts.

## Risk assessment

- Key exercise to shape decisions and approach

# Covid-19 Risk assessment

## Risk assessment template

Company name:

Assessment carried out by:

Date of next review:

Date assessment was carried out:

+

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
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# Social distancing

- Follow the guidelines on social distancing
- Size and circumstance of the premises will determine the maximum number accommodated with social distancing
- Total floorspace / likely pinch points and busy areas should be taken into account
- Social interactions limited to 2 households/support bubbles (outdoors: 6 people from different households)
- Gatherings of more than 30 not permitted unless venues are **Covid-19 secure**
- Clarity to users about your social distancing rules (signage a buddy system)

# Covid-19 secure

## Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

### • FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

# Signage examples

P – Printer (?)



WC – Toilet Door “wait sign”



K - Kitchen



HW – Hand wash



ST – Stationery supplies



S - Stairs



E – Entrance



D – desks/meeting Offices



BO – Break out



FLOOT MARKINGS- Queuing



Social Distancing



# Test and trace

- The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace.
- You should assist this service by keeping a temporary record of your customers and visitors for 21 days, in a way that is manageable for your business, and assist NHS Test and Trace with requests for that data if needed.
- This could help authorities contain clusters or outbreaks
- Three steps
  - Testing - Anyone who has symptoms of coronavirus should book testing with NHS Test and Trace to see if they have the virus
  - Identify close contacts
  - Alert close contacts

# Tips one enabling safe access

- Making use of multiple exit and entry points
- Managing the arrival and departure times
- Queue management

# Neighbourhood level considerations

- Venues are in close proximity to each other – review the collective impact of opening together as well as with other re-opening neighbours (businesses or service providers).
- You might want to think about
  - Further lowering capacity – even if it is possible to safely seat a number of people inside a venue, it may not be safe for them all to travel or enter that venue.
  - Staggering entry times with other venues and taking steps to avoid queues building up in surrounding areas.
  - Arranging one-way travel routes between transport hubs and venues.
  - Advising patrons to avoid particular forms of transport or routes and to avoid crowded areas when in transit to the venue.

# Cleaning

- All surfaces, especially those most frequently touched, should be cleaned regularly, using standard cleaning products.
- There is specific Government guidance when you are cleaning after a known or suspected case of COVID-19
- Allow sufficient time for cleaning before reopening
- Frequently used objects, surfaces or spaces, including for example doorways between outside and inside spaces should be given particular attention when cleaning.
- Where possible, non-fire doors and windows should be opened to improve ventilation in the premises.

# Hygiene and face coverings

- On entering and leaving a community facility everyone, including staff, should be asked to **wash their hands thoroughly for at least 20 seconds using soap and water** or to use hand sanitiser if hand washing facilities are not available.
- If you can, you should wear a face covering in enclosed public spaces where social distancing isn't possible and where you will come into contact with people you do not normally meet, such as a community facility. This is most relevant for short periods indoors in crowded areas.
- Face masks do not negate the need for social distancing

# Toilets

- Should be kept open and carefully managed to reduce the risk of transmission
- Using signs and posters to build awareness of good handwashing technique
- **Water Quality/Legionella control**
- Social distancing marking in areas where queues normally form
- To enable good hand hygiene consider making hand sanitiser available on entry where safe and practical
- Ensure suitable handwashing facilities including running water and liquid soap and suitable options for drying
- Setting clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage.
- Keep the facilities well ventilated
- Putting up a visible cleaning schedule can keep it up to date and visible.
- Providing more waste facilities and more frequent rubbish collection.

# Types of provision

- Early years and youth provision
- Voluntary sector and other service provision
- Recreation, leisure and social gatherings
- Community facilities should not permit
  - large gatherings or celebrations,
  - live performances, including drama, comedy and music, to take place in front of a live audience.
  - Indoor sports activities that would typically take place in a gym, sports venue, or a fitness or dancing studio
  - Meetings should continue to take place digitally without the need for face-to-face contact

# Communication & engagement

- Provide clear messages to your users about the changes you have made and your approach to re-opening
- If you can involve users in these discussions then even better
- FOGO likely to be an on-going issue (Fear of Going Out)
- Encourage users to highlight any issues or anxieties they have

# Enforcement

- Failure to complete a risk assessment - could constitute a breach of health and safety law.
- Serious breaches and failure to comply with enforcement notices can constitute a criminal offence, with serious fines and even imprisonment for up to 2 years.

# Further thoughts

- Involve your Board, staff and volunteers in your decision making
- Be agile to the experience of users, staff and volunteers – you'll find out lots in the first week (you might find it is not feasible to continue being open)
- Think about how some of these changes will become more permanent over short to medium term
- But also think about your adaptability to change as the guidelines change (as lockdown measures ease or are put back in place)

# Further info

- How to manage visitors and customers - <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>
- Decontamination in non health care settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- Locality tool kit on re-opening - <https://locality.org.uk/wp-content/uploads/2020/06/Reopening-Guidance-for-Members-June-2020.pdf>