Reopening Buildings Post Covid-19

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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
- Managers of community facilities will have discretion over when they consider it safe to open for any activity permitted by legislation and may decide to remain closed if they are not able to safely follow the advice in the relevant guidance, to make the space COVID-19 secure
- Many community facilities are also workplaces and those responsible for the premises should therefore be aware of their responsibilities as employers. The government is clear that no one is obliged to work in an unsafe workplace
- Community centres/hubs are also workplaces – duty of care to staff and volunteers as well as users.

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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.

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Key principles (2)

Staff

- Shielding has been paused for the clinically extremely vulnerable
- Staff can go to work as long as the workplace is Covid-secure, but should carry on working from home wherever 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.

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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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Group Exercise

1. Have you reopened?
2. What has worked for you?
3. What are the main questions for you?

Social distancing and capacity

COVID-19: Guidance for the safe use of multi-purpose community facilities

- Follow the guidelines on social distancing
- 2 metres or 1 metre with risk mitigation (where 2 metres is not viable) are acceptable
- You should consider and set out the mitigations you will introduce in your risk assessment
- 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
- Clarity to users about your social distancing rules (signage a buddy system).

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Social distancing 2

Informal or formal adult social groups, clubs and activities - no greater than 6

However, activities where there is a significant likelihood of groups of six interacting, should not take place in a community facility.

Support groups can take place in gatherings of any number community facility if organised by a business, a charitable, benevolent or philanthropic institution or a public body to provide mutual aid, therapy or any other form of support

Social distancing 3

Recreation, leisure and social gathering

Community facilities are not permitted to hold informal or formal social groups, clubs and activities unless limited to groups of six people following social distancing rules.

However, if there is a significant likelihood that the above groups will be ***mingling and socialising*** (and breaking the law) they should not take place at all, e.g.:

Clubs, choirs, informally organised indoor or outdoor sports (unless professionally organised).

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Social distancing 4

Rule of Six

From Monday 14 September, when meeting friends and family you do not live with (or have formed a support bubble with) you must not meet in a group of more than 6, indoors or outdoors.

This is against the law and the police will have the powers to enforce these legal limits, including to issue fines (fixed penalty notices) of £100, doubling for further breaches up to a maximum of £3,200.

For more information, see the meeting with others safely (social distancing) guidance.

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Social distancing 5

What is permitted (exceptions to the Rule of Six)?

- Work, or the provision of voluntary or charitable services
- Early years and youth: supervised activities provided for children, including wraparound care, youth groups and activities, and children's playgroups
- Registered childcare, education or training
- Support groups – formally organised groups to provide mutual aid, therapy (long-term illness, bereavement, recovering addicts, new parents, sexuality or gender)
- Indoor sporting facilities, fitness centres and dance studios (see Guidance on Sports and Leisure facilities) incl exercise classes
- Socially distanced indoor and outdoor performances (adopting mitigations set out in performing arts guidance).

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Social distancing 6

What is permitted (exceptions to the Rule of Six)? Continued

- Singing and wind and brass, both professional and non-professional (see performing arts guidance)
- Wedding and civil partnership ceremonies and receptions - up to 30 people, in a public place
- Funerals - up to 30 people. This does not include wakes, other than for religious ceremonial purposes
- Other religious and belief-based life cycle ceremonies - up to 30 people, in a public place. This only covers the ceremonies, and does not include celebrations of these events
- Providing support to a vulnerable person.

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Social distancing 7

Support Groups

Support groups can take place in gatherings of any number in a public place, if the support group is organised by a business, a charitable, benevolent or philanthropic institution or a public body to provide mutual aid, therapy or any other form of support to its members or those who attend its meetings, e.g. support for:

- victims of crime (including domestic abuse)
- those with, or recovering from, addictions (including alcohol, narcotics or other substance addictions) or addictive patterns of behaviour
- new and expectant parents
- those with, or caring for persons with, any long-term illness, disability or terminal condition or who are vulnerable
- those facing issues related to their sexuality or identity including those living as lesbian, gay, bisexual or transgender
- those who have suffered bereavement.

This is an exemption to the legal gatherings limit of 6 people. More informal groups can still take place with multiple groups of 6, as long as they do not have more than 6 people mingling socially at any time.

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Useful checklist

	Considerations	Advice
a	Will more than 30 people be attending?	Yes – You must ensure that you are COVID-19 Secure (see section 2.4)*
		No
b	Is it possible to keep a social distance of 2 metres?	Yes
		No – consider option c
c	Is it possible to keep a distance of 2 metres for most of the time with occasional time spent at 1 metre and with additional risk mitigations (e.g. face coverings)?	Yes
		No – activity cannot take place
d	Will the activity involve close contact, such as communal dancing?	No
		Yes – activity cannot take place
e	Is it possible for everyone to wash their hands thoroughly on entering and leaving the facility or to use hand sanitiser if hand washing facilities are not available?	Yes
		No – activity cannot take place
f	Is the activity an indoor performance in front of a live audience, such as drama, comedy and music?	No
		Yes – activity cannot take place
g	Will the activity encourage shouting? For example through singing or playing music loudly which	No

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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

Test and trace (asking about symptoms)

Box 1: Asking visitors about coronavirus symptoms

1. Does anyone in the household have symptoms of COVID-19 that started in the last 10 days?
2. Is anyone in the household currently self-isolating due to a household member having COVID-19 symptoms?
3. Is anyone in the household self-isolating because they have been identified as a close contact of someone who has COVID-19 (via NHS Test and Trace?)

Symptoms of COVID-19 include:

- a high temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough (coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss of or change in
- sense of smell or taste

Additional requirements(1)

For hospitality, the tourism and leisure industry and Council facilities. Venues must:

- Ask at least one member of every party of customers or visitors (up to 6 people) to provide their name and contact details
- Keep a record of all staff working on their premises and shift times on a given day and their contact details
- Keep these records of customers, visitors and staff for 21 days and provide data to NHS Test and Trace if requested
- Display an official NHS QR code poster from 24 September 2020, so that customers and visitors can ‘check in’ using this option as an alternative to providing their contact detail
- Adhere to General Data Protection Regulations.

Additional requirements(2)

- Designated venues must display an official NHS QR code poster at their entrance, or at the point of service:
- https://www.gov.uk/create-coronavirus-qr-poster
- Organisations must have a system for individuals who do not have a smartphone or the NHS COVID-19 app to provide their contact details.
- If an app user chooses to use the QR code check-in feature, you should not ask for their contact details.

Tips on enabling safe access

- A risk assessment should determine the maximum capacity of a hall while maintaining social distancing.
- It should also identify points of high risk in the building and mitigating actions to address the identified risks.
- Centre managers should also consider what changes might be needed to enable safe access to the building. These may include:
- Making use of multiple exit and entry points
- Managing the arrival and departure times
- Queue management

Tips on enabling safe access 2

On entering a community facility users will be required to wear a face covering, and will be required to keep it on, unless covered under a ‘reasonable excuse’.

This could be for a gym class, if users need to eat or drink something, or if they have a health or disability reason to not wear one.

Face coverings can be removed if users are undertaking exercise or an activity where it would negatively impact their ability to do so.

Tips on enabling safe access 3

All venues should ensure that steps are taken to avoid people needing to unduly raise their voices to each other.

This includes – but is not limited to – refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult.

This is because of the potential for increased risk of transmission – particularly from aerosol and droplet transmission.

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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.

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Cleaning

- All surfaces, especially those most frequently touched, should be cleaned regularly, using standard cleaning products
- A cleaning and disinfection schedule – collective agreement on what should eb cleaned and when
- There is specific Government guidance when you are cleaning after a known or suspected case of COVID-19
- Where possible, non-fire doors and windows should be opened to improve ventilation in the premises.

Hygiene

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.

Toilets

- Should be kept open and carefully managed to reduce the risk of transmission
- Water Quality/Legionella control
- 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.

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

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

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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

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