

Covid-19 Safety Plan for Group Organisers

Re: Room Hire bookings

Sept 2020

This plan is aimed at mitigating known risks around the transmission of Covid-19 as far as we possibly can.

- Face masks should be worn when entering the building, in communal areas and toilets. They can be removed once in meeting rooms where screens will be positioned on tables.
- Wall mounted sanitizer dispensers will be installed around the building with signage at appropriate locations and should be applied at the front door on entering the building
- Everyone should maintain 2 metre distancing at all times and keep to the left if passing in corridors

Meeting Room's

- Room capacity has been reduced to ensure we can practice government guidelines on social distancing. Please be aware that a room hired previously might not be suitable for your future bookings. We will advise which room would be best suited to your booking.
- It is important to reduce to a minimum the number of places in the building that in normal circumstances people would touch on a regular basis. When a room is hired it will have been cleaned prior to the use. It will be down to the customer to ensure that touch point areas are kept to a minimum for example door handles, surfaces, switches, balustrades etc. Hand sanitizer and wipes will be added to each room.
- If the room hire is for one on one session i.e. counselling then it is down to the hirer to clean touch point areas between appointments. A safety plan / risk assessment should be give to LCA prior to your booking.
- Furniture should not be moved around in the room unless stated before hand and rearranged by LCA staff.

Auditorium Hire / Fitness class

- When this room is hired for training a safety plan / risk assessment should be give to LCA prior to your booking. Detailing room set up and number of attendees, there should also be a plan in place for ensuring that cleaning is done throughout the day by the hirer. Equipment should be kept to a minimum and government guidelines should be adhered to.
- Fitness class hire a safety plan / risk assessment should be give to LCA prior to your booking. This should detail capacity of class, Equipment should be kept to a minimum and government guidelines should be adhered
- LCA will not be allowing use of any equipment it is down to the customer to provide their own drink, mat etc.
- There will be a maximum of 12 attendees per class and an X will mark the spot which individuals should be standing.
- A booking system will be in place and will be down to the attendees to contact the centre to book in prior to the class. This can be done by ringing and speaking to reception on 0161 213 1920 before 14.00 Monday – Friday. Details will be taken for track and trace purposes.
- There will be a one way system in place and customers should line up social distancing in the corridor.
- It will down to the instructor to ensure that only the people who have booked attend the class.

Cafe & Refreshments.

- The Chimney Pot Cafe is currently not operating. Refreshments i.e. Tea & Coffee or Water will not be available for purchase. Please inform all clients / meeting attendees to bring their own refreshments and dispose of all rubbish in the bins before leaving the premises.

Toilets.

- We have taken various sinks and booths out of use to help maintain distancing, sanitizer & wipes will be available outside and inside the toilets.

- Only touch door handles etc if you've just washed your hands (on the way out) or sanitized etc on the way in. Maintain 'one in one out' wherever possible, if in doubt, knock & shout, and if you can't wait, you can use the adapted toilets.
- Please put the lid down when flushing, this will help to prevent spread via droplets getting up into the air. Surface spray and paper towels will be provided.
- Toilets are cleaned thoroughly every morning, and we will provide spray cleaner in each toilet. If you spot any issues, please alert a member of Cornerstone staff straight away.

I confirm that I have read and understood this document and agree to abide by its recommendations.

Name:

Organisation:

Name of Activity:

Safety plan / Risk Assessment: YES /NO (If no please explain)

Date:

Signed:

Please return this completed form to reception@langworthycornerstone.co.uk and retain one for yourself.