



COVID-19 Re opening guidance for the safe use of the building

Introduction

The Curzon Centre supports a wide range of local activities, consequently its communal nature also makes it a place that is vulnerable to the spread of coronavirus. This is a guide to help with the re opening of the centre in September 2020 and to tackle COVID-19.

The Curzon Centre has a board of Trustees that have discretion over when they consider it safe to open for any activity permitted by government legislation and may decide to remain closed if they are not able to safely make the space COVID-19 secure.

Once the Curzon Centre is COVID-19 secure it will be able to re-open to users, subject to any revised capacity limits which need to take social distancing into consideration.

Core principles for safely reopening The Curzon Centre

The Curzon Centre is used for a range of purposes, however, there are general principles that should be followed to make the building COVID-19 secure, and safely re-opening for government permitted activity.

Any reopening plans should be consistent with:

- [core public health guidance](#) regarding health, hygiene, and [social distancing](#)
- [safe workplace guidelines](#), to ensure employees are safe to return to work

Trustees have legal responsibilities under health and safety law, and must take reasonable measures to ensure the premises, access to it, and any equipment or substances provided are safe for people using it, so far as is reasonably practicable.

To help decide which actions to take prior to re-opening the building for permitted activity, a **COVID-19 risk assessment** will need to be completed, taking account of the core guidance on social distancing and the points set out below. This will be in addition to any risk assessment which is already in place for the Curzon Centre. The Curzon Centre COVID-19 risk assessment document will be fluid in nature and will need revising as and when any government guidelines are updated.

Social distancing and capacity

Measures should be in place to ensure all users of the Curzon Centre follow the guidelines on social distancing, including **strict adherence to social distancing** of 2 metres or 1 metre with risk mitigation (where 2 metres is not viable) is acceptable.

Where Curzon Centre users have more than 30 people attending, there is a requirement to take additional steps to ensure the safety of the public and prevent large gatherings or mass events from taking place.

The Rule of Six from 14th September 2020 onwards people attending the Curzon Centre should do so in groups of no more than 6 (unless they are a “qualifying group”) and that such groups do not mingle with others.

A COVID-19 risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the relevant guidelines. It should also identify points of high risk in the building and mitigating actions to address the identified risks.

The maximum capacity, to enable social distancing, in each room of the Curzon Centre is recommended as follows:

The Page Hall - Maximum capacity for high level activity is 32 people, or 175 people theatre style or 100 people sitting at tables.

The Owen Room - Maximum capacity for high level activity is 15 people or 40 people theatre style or 30 people sitting at tables.

The Watson Room - Maximum capacity for high level activity is 8 people or 20 people theatre style or 16 people sitting at tables.

Trustees 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:** The main entrance and the side entrance of the Curzon Centre will be used in and out of the premises so as to reduce the cross over of people in the foyer. Appropriate floor markings or signage will be used to direct people as to which entrance they should be using. Any changes to entrances, exits and queues will take into account the need to make reasonable adjustments for those who need them, such as people with disabilities. It is proposed that the side entrance will be used to access the Owen Room and the main entrance will be used for people accessing the Watson Room and the Page Hall.
- **Managing the arrival and departure times** of different groups so as to reduce the pressure at exits and entrances. Booking times may need altering to allow for one group to leave before the next group arrives, especially as organisers will be required to clean all regularly used surfaces during their period of hire.
- **Temporary reassignment of room** may be advisable, (if there is availability), to give the organiser of the activity/class more space to adhere with social distancing regulations.
- **Queue management:** the flow of groups in and out of the premises should be carefully controlled to reduce the risk of congestion. It may be necessary to introduce socially distanced queuing systems. All users will be asked to wait outside the Curzon Centre or in their car until the organiser is ready to start their class/session to stop people from standing in the foyer in close proximity to one another. Once the class/session has ended users will also be asked to leave the premises immediately, reducing the time they spend in the building. Users can leave the Curzon Centre via fire exits helping to reduce any cross over of people. However for security, fire exits would need to be closed by the organiser before setting the alarm and leaving the building via the main entrance.
- **Temperature Testing** of all users with a digital thermometer gun. The Curzon Centre has invested in a digital thermometer so hirers can take the temperature of the participants in their class/activity on arrival. If anyone has a high temperature they will not be allowed to enter the building.
- **Face Masks** are to be used in all communal areas. Any person entering the Curzon Centre by the main or side entrance will be required to wear an appropriate [face covering](#). When using the Curzon Centre toilet facilities an appropriate face covering will also be mandatory. The hirer, will be responsible for deciding if face coverings should be used during their class/activity.
- **Hand Sanitising stations** on entrances/exits to the Curzon Centre, anyone entering the building must sanitise their hands.

- **Cleaning Pack** for use by Curzon Centre users after each hire, cleaning light switches, door handles, alarm panel etc.

Where necessary Curzon Centre management should remind/advise users of any new procedures and encourage compliance with limits on gatherings and any other measures deemed necessary.

Cleaning

All surfaces, especially those most frequently touched, should be cleaned regularly, using standard cleaning products.

Sufficient time needs to be allowed for this cleaning to take place, particularly 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. Other measures that will be needed are:

- signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, advice to avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available;
- providing hand sanitiser in multiple locations, such as reception areas, in addition to soap in washrooms
- setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible; and
- providing hand drying facilities (paper towels or electrical dryers)

Hygiene and face coverings

On entering and leaving the Curzon Centre everyone, including staff, should use the provided hand sanitiser stations.

Everyone must wear a [face covering](#) in shared and potentially crowded areas of the Curzon Centre such as the foyer & toilets where social distancing isn't always possible and where you will come into contact with people you do not normally meet. Once in your designated room under the supervision of a class/activity organiser the wearing of face masks will be their decision.

Face coverings do not replace social distancing. Even if a face covering is used, staff and users of the Curzon Centre should continue to wash hands regularly and maintain social distancing.

Face coverings are optional for children under 11 but should not be used by children under the age of 3 or those who may find it difficult to manage them correctly – see a [list of individuals this might apply to](#).

Please be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound.

Vulnerable people

Certain groups of people are at increased risk of severe disease from coronavirus (COVID-19), including all people aged 70 or over. Such individuals are advised to stay at home as much as possible and, if they do go out, to take particular care to minimise contact with others outside of their household.

Toilets & Kitchen

The Curzon Centre toilets and kitchen areas need to be carefully managed to reduce the risk of transmission of COVID-19.

Steps that will need to be looked into:

- Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
- Consider the use of social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks).
- To enable good hand hygiene consider making hand sanitiser available on entry to the toilets and kitchen where safe and practical, and ensure suitable hand washing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand driers) are available.
- Setting clear use and cleaning guidance for toilets and the kitchen, with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider use of disposable cloths or paper roll to clean all hard surfaces.
- Keep the facilities well ventilated, for example by opening windows and fixing non fire doors open where appropriate.
- Putting up a visible cleaning schedule and keeping it up to date.
- Providing more waste facilities and more frequent rubbish collection.
- “Engaged/Vacant” signage at the entrance to male and female toilets to limit the number of people within these areas at any one time.

Noise

The Curzon Centre should ensure that steps are taken to avoid users 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.

Similar steps should be implemented to prevent other close contact activities – such as communal dancing.

Track and Trace (collecting customer data)

The opening up of the economy following the COVID-19 outbreak is being supported by NHS Track and Trace. The Curzon Centre must assist this service by keeping a temporary record of the users and staff for 21 days. As part of their ‘**COVID-19 Special Conditions of Hire**’ agreement, organisers of classes/activities **MUST** keep a record of the date and time their activity started and the name and contact telephone number or email of all those who attend their event (or a member of any group of up to 6 people who attend together). This can be done by either operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster (at the Curzon Centre entrances and in each room) to register their attendance and by keeping a record of any people who do not register using their smartphone app and the Curzon Centre’s NHS QR poster or their own NHS QR poster. Curzon Centre management should also keep a record of all other visitors to the building/office and encourage them to use the NHS QR poster.

In case of Emergency

It is important to prioritise safety, in the event of a fire or an accident people do not have to stay 1 or 2m apart if it would be unsafe to do so.

Regular User Groups and one off Hires

Consultation with regular user groups will be important as some reorganisation will be inevitable.

The Curzon Centre will require each hiring group to clean surfaces that their group might use **before** their own users arrive, paying attention to regularly used surfaces such as tabletops, switches, door handles, chairs etc. and to clean them again before they leave. All high traffic surfaces/areas that require cleaning before/after each use will be clearly marked with red tape, a list of areas requiring cleaning will also be listed on a laminated sheet clearly visible in each room. Hirers will be asked to initial a record sheet confirming e.g. "I have cleaned before leaving all surfaces in the rooms used during the hire", with the time it was completed.

Hirers will need to be given instructions, guidance and responsibility via a '**COVID-19 Special Conditions of Hire**' agreement which should be attached to their usual hire agreement. These should be issued in writing and signed or accepted by the hirer in all cases. An electronic signature or email confirmation of the conditions is acceptable.

Hirers should be encouraged to keep the hall well ventilated, opening doors (except internal fire doors) and windows as far as possible, and will need to remember to close them all for security on leaving. It may therefore be necessary for the Curzon Centre Management, Trustee or a volunteer to check the premises at night for the first few weeks, to ensure everyone is following the social distancing measures that have been implemented.

Hirers will be provided with a copy of the Curzon Centre COVID-19 Risk Assessment and also be asked to provide a copy of their own COVID-19 Risk Assessment and a copy of their public liability insurance.

Curzon Centre Office

The Curzon Centre office is a small space that requires management of people to adhere to social distancing and to ensure employees are safe to return to work

The layout of the office may require reconfiguring so as desks do not face one another. Alternatively a perspex divide could be added between the desks. This is because of the potential for increased risk of transmission – particularly from aerosol and droplet transmission.

A kettle could be put into the office so as employees reduce the potential of cross over with the users in the building. Employees will have access to the digital thermometer if they wish to check their temperature on a regular basis.

Employees should have a supply of disposable gloves, sanitiser gel, tissues and masks if required.

For the first month of reopening, (dependant on government guidelines), the Curzon Centre Office hours may need to be adjusted to Mon - Friday, 9am-1pm, ensuring someone is on site weekday mornings to help users adjust to the new routine. Trustees/Volunteers may be required to help oversee hirers arrivals in/out of office hours when the Curzon Centre first re opens. (Especially at busy periods)

ID badges/lanyards, ideally with photo ID, should be worn by Curzon Centre management, trustees and volunteers. This will enable organisers/users/visitors to easily identify who the official representatives of the Curzon Centre are.

Visitors and users of the Curzon Centre will be encouraged to contact the Curzon Centre Management by email or by telephone so as to reduce the number of face to face contacts. If people do come to the office door to speak with the Curzon Centre Management they will be asked to knock and wait to be seen.

Procedures if someone becomes unwell with COVID-19

A space should be designated where anyone can be moved to if they become unwell at the Curzon Centre with suspected COVID-19 symptoms until transport home or to hospital is available. The disabled toilets will be the designated area in the Curzon Centre. Tissues and a bowl of warm soapy water for handwashing and paper towels will be provided. Tissues and paper towels should be disposed of into a plastic bag, which is sealed and placed in a secure place for

72 hours before being disposed of into the general rubbish collection. All necessary cleaning and PPE is provided in the '**Curzon Centre Covid -19 First Aid Box**' which is stored in the Kitchen with the existing first aid kit and digital thermometer.

The organiser of the class/activity will be asked email the Curzon Centre Management the contact details of all participants who were in the same class and then these details should be provided to NHS Test and Trace if requested.

The Curzon Centre will then be temporarily closed until a decontamination clean is carried out in those parts of the premises they have used, in accordance with PHE guidance. Disposable PPE equipment including gloves should be disposed of into a sealed, labelled or marked plastic bag and secured for 72 hours before rubbish is collected. The cleaner should wash all personal clothing worn on arrival home.