**RE-OPENING PLANS ANNOUNCEMENT**

**COMMUNITY HUB**

The Parish Council as controller of a non-domestic premises ie the Community Hub has 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 has been completed**, taking account of the core guidance on social distancing and the points set out below.

One of the main issues is ensuring all users of community facilities 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) are acceptable.

The size and circumstance of the premises will determine the maximum number of people that can be accommodated while also facilitating social distancing. In defining the number of people that can reasonably follow 2 metres distancing (or 1 metre with risk mitigation), the total floorspace as well as likely pinch points and busy areas should be taken into account (e.g. entrances, exits) and where possible alternative or one-way routes introduced.

Users should continue to socially distance from those they do not live with wherever possible. Users of community facilities should limit their social interactions to 2 households (including [support bubbles](https://www.gov.uk/guidance/meeting-people-from-outside-your-household-from-4-july#making-a-support-bubble-with-another-household)) in any location; or, if outdoors, potentially up to 6 people from different households. It is against the law for gatherings of more than 30 people to take place in private homes (including gardens and other outdoor spaces). However, premises or locations which are COVID-19 secure will be able to hold more than 30 people, subject to their own capacity limits, although any individual groups should not interact with anyone outside of the group they are attending the venue with – so in a group no larger than 2 households or 6 people if outdoors.

Currently the only use of the Community Hub main hall will be for the Community Café with a maximum limit of 45 at all times adhering to the Government Guidance. Other areas used by staff and volunteers have appropriate limitations in place.

Reception – Anyone attending just to speak to reception will do through the screens provided. Sanitizer is provided before and on entry to the building. When people are leaving, they should take due care not to contravene the 2 metre social distance rules. Opening times are from 10-00 – 1.00 Monday to Friday.

Community Café – anyone attending will enter through reception and follow guidance on queueing and ordering food, then exit through the rear doors. Sanitizer is provided before and on entry to the building. Toilet use will be through the corridor off the main room, not those in reception. Opening times are from 10-30 – 12.30 Monday to Friday.

Parish Council – Anyone attending just to speak to Parish Council will do so through the receptionist and through the screens provided. Sanitizer is provided before and on entry to the building. When people are leaving, they should take due care not to contravene the 2 metre social distance rules. Opening times are from 10-00 – 1.00 Monday to Friday.

Volunteer Centre – Anyone attending just to speak to Volunteer Centre will do so through the receptionist and through the screens provided. Sanitizer is provided before and on entry to the building. When people are leaving, they should take due care not to contravene the 2 metre social distance rules. Opening times are from 8.30-12.30 Monday to Friday, via phones and 10-00 – 1.00 Monday to Friday via reception.

Upstairs access is currently restricted to staff and volunteers connected to Parish Council, Volunteer Centre and Police.

Cleaning regime

All surfaces, especially those most frequently touched, should be cleaned regularly, using standard cleaning products. If cleaning is needed after a known or suspected case of COVID-19 then additional guidance will be sought and followed.

* Reception entrance, café and toilets to be cleaned daily.
* Café – Sanitizing equipment to be available to clean tables/chairs by customers prior to their use.
* Photocopier – Sanitizing equipment to be available to clean photocopier by customers prior to use.
* Other shared areas and offices weekly.
* Staff and volunteers to have access to own sanitizer to use in between cleaning.
* 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;
* Hand sanitizer in multiple locations, prior to entry, reception, café and toilets

Ventilation

Where possible, non-fire doors and windows should be opened to improve ventilation in the premises.

Face Masks

Are not mandatory but can be worn if users/staff or volunteers feel more comfortable doing so.

Track and Trace (Collection customer data)

The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace. The Parish Council and **all its users** need to assist this service by keeping a temporary record of ALL staff, volunteers, customers and visitors for 21 days, in a way that is manageable for the business, and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks.

Staff and volunteers who normally access upstairs will sign-in using the reception book.

All other visitors and café customers will need to take a form and completing this with name and phone number, then placing in marked box in the Community Café.

The box will be emptied daily, and forms will be kept in a sealed envelope and only used if requested by NHS Test and Trace. It will not be given or used for any other purposes.

It will also be destroyed at the current guidance requirement of 21 days.

Recreation, Leisure and social gatherings

Government guidance states that clubs or groups that use community facilities can begin to meet again, however, due to the complexities of the current regulations room hire will remain on hold and the situation will be reviewed at the earliest opportunity.

The general rules and regulations for premises or locations which are COVID-19 secure are that they will be able to hold more than 30 people, subject to their own capacity limits, although any individual groups should not interact with anyone outside of the group they are attending the venue with – so in a group no larger than 2 households or 6 people if outdoors.

People meeting in a club or group context at a community centre should be encouraged to socially distance from anyone they do not live with or who is not in their support bubble. In general, people are being advised to only:

* meet indoors in groups of up to 2 households
* meet outdoors in a group of no more than 2 households (including your support bubble) or in a group of up to 6 people from different households.

Community facilities should therefore not facilitate large gatherings or celebrations.

Activities not permitted

Community facilities should not permit live performances, including drama, comedy and music, to take place in front of a live audience. This is important to mitigate the risks of droplets and aerosol transmission – from either the performer(s) or their audience. There will be further guidance setting out how performing arts activity can be managed safely in other settings, for instance rehearsing or broadcast without an audience.

Indoor community facilities should also not permit sports activities that would typically take place in a gym, sports venue, or a fitness or dancing studio – these venues have not yet been permitted to open.

Meetings and Civic Functions

Government guidance continues to recommend that where meetings can take place digitally without the need for face-to-face contact, they should continue to do so. Where community facilities need to be used for physical meetings, these meetings should be managed within the social distancing guidance and principles set out above.

The principles set out in the ‘Safer workplaces’ guidance apply, including but not limited to:

* meetings of civic, political or community groups (e.g. Parish Council meeting, ward meeting of political party; charity board of trustees)
* MP or Councillor surgery/drop-in sessions. The government is discouraging unnecessary physical attendance at meetings. Where necessary to take place physically, participants should maintain 2 metres (or 1 metre with risk mitigation) separation throughout
* public meetings and local consultations (e.g. planning)

Local authorities in England have some powers to hold public meetings virtually by using video or telephone conferencing technology.