

Item 5

RE-OPENING OF HALLS – COVID 19

CTC Cleaning & Social Distancing

Frequently cleaning and disinfecting objects and surfaces that are touched regularly:
ESPECIALLY

areas of high use

chairs, especially the arms

tables

door handles,

light switches,

reception areas

lift

kettles & water boiler handles

Kitchen work surfaces

Fridge top and handles

NO HALL CROCKERY OR CUTLERY TO BE USED

NO TEATOWELS / DISHCLOTHS TO BE PROVIDED

PAPER TOWELS ONLY IN KITCHENS

FURNITURE TO BE SPACED OUT SO NOT FACING OTHERS

HAND SANITISER & J CLOTH ROLLS TO BE PROVIDED AT ENTRY POINTS AND

UPSTAIRS AT COSTESSEY CENTRE

POSTERS

HIRER MEASURES

Covid 19 Management Plan / Risk assessment to be sent to CTC Office to include:

Hall doors to be kept closed - Controlled entry of participants at a social distance

Hirer / Group leader to check room is clear

Floor plan showing spacing and numbers of participants

Reduction in numbers to allow social distancing measures

Hand sanitising measures / face coverings

Disposable paper towels only to be used as drying cloths

Disposable J Cloths only to be used as mopping

Participants to bring their own mugs / plates / cutlery etc & drinks eg tea, coffee, water

No access to kitchen cupboards / store cupboards

Use of kitchens?

Use of toilets?

Larger room needed?

Participants to take own rubbish away - **ANYTHING LEFT BEHIND WILL BE BINNED**
including Lost property

Meet & Greet at first return to explain new rules