

Best Practice Guidance for Safe Reopening of Community Centres

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WHAT YOU NEED TO KNOW

- ▶ Community centres and other multi-use community facilities **will be allowed to open on 4 July**
- ▶ **Managers of community facilities will determine when it is safe** to open for any permitted activity, and **may decide to remain closed** if they cannot safely follow relevant guidance to **make the space COVID-19 secure**
- ▶ Many community facilities are also places where people work, therefore have **additional [responsibilities as employers](#)**. No one is obliged to work in an unsafe workplace
- ▶ Organisations also have a **duty of care to volunteers** and they should have access to the same level of protection from risk as everybody else
- ▶ **The Council still advises that you maintain 2 metre social distancing, where possible**

Must Do: For Safe Reopening

OVERVIEW

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

To help you decide which actions you must take prior to re-opening a community building for permitted activity, a **COVID-19 risk assessment** must be completed, taking the above guidance into account.

Risk assessments are required for buildings as well as specific activities.

Anyone who hires a community facility must take responsibility for managing risks arising from activities they are running in that space.

Guidance on safe reopening can be found [Covid-19 reopening of community centres](#)

Must Do: For Safe Reopening

SOCIAL DISTANCING AND CAPACITY WITHIN COMMUNITY CENTRE SETTINGS

Measures should be in place to ensure all users of community facilities follow social distancing guidelines.

From July 4:

- ▶ Users of community facilities should **limit their social interactions to 2 households** within their [support bubbles](#) in any location; or, if outdoors, up to 6 people from different households but maintain social distancing
- ▶ Gatherings of **more than 30 people are permitted** providing the community space is Covid-19 secure and subject to safe capacity limits
- ▶ The **size and circumstance of the premises will otherwise determine** the maximum number of people that spaces can safely accommodate
- ▶ **The Council advises that you restart your activities in phases**

Users should be made aware of, and encouraged to comply with, limits on gatherings.

Must Not Do: Activities Not Permitted In Community Spaces

Community facilities **should not**:

- ▶ **Hold large gatherings** or celebrations including weddings of more than 30 people
- ▶ **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
- ▶ Allow **indoor 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
- ▶ Allow activities that encourage or involve unduly raising voices as this increase chances of transmission through droplets

Further guidance will be available on how performing arts activity can be managed safely in other settings, for instance rehearsing or broadcast without an audience.

Must Do: For Safe Reopening

OUT OF SCHOOL CLUBS AND SUMMER ACTIVITIES FOR CHILDREN

Community centres with outdoor space must ensure the following when working with groups of children:

- ▶ Carry out a **new risk assessment** in line with [Health and Safety Executive guidance](#)
- ▶ **Consider group sizes** based on government guidance
- ▶ Keep children in **consistent groups**, with limited mixing
- ▶ **Priority list of actions** to prevent infection
 - **minimising contact with individuals who are unwell**
 - **cleaning hands more often than usual**
 - ensuring **good respiratory hygiene** by promoting the ‘catch it, bin it, kill it’ approach
 - **cleaning frequently touched surfaces more often than usual**
 - **minimising contact between groups**

Please see the current guidance from the National Youth Agency:

<https://nya.org.uk/guidance/>

Must Do: For Safe Reopening

HEALTH AND HYGIENE

- ▶ **All surfaces**, especially those most frequently touched, should be **cleaned regularly**, using standard cleaning products. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific [guidance](#).
- ▶ Where possible, **non-fire doors and windows should be opened** to improve ventilation in the premises.

Other measures also needed are:

- ▶ signs and posters for awareness of good **handwashing technique** and **respiratory hygiene**
- ▶ providing **hand sanitiser** in multiple locations, such as reception areas, in addition to washrooms
- ▶ Specific risk assessment including setting **clear use and cleaning guidance for toilets** to ensure they are kept clean and social distancing is achieved as much as possible; to reduce risk of transmission public and indoor toilets should be kept open; and
- ▶ providing **hand drying** facilities

Hand Washing and Face Coverings

Hand Washing

- ▶ 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

Face Coverings

- ▶ If you can, you should **wear a [face covering](#) in enclosed public spaces** where social distancing isn't possible and where you will come into contact with people you do not normally meet. This is most relevant for short periods indoors in crowded areas (example smaller areas of a community centre such as hallways and reception areas)

Protecting Vulnerable People

Vulnerable people 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.

Vulnerable people includes

- ▶ People aged **70 or older** (regardless of medical conditions)
- ▶ People under **70 with an underlying health condition**, such as
 - Chronic (long-term) mild to moderate respiratory diseases, chronic heart disease, chronic kidney disease, chronic disease, or chronic neurological conditions
 - A weakened immune system
 - Seriously overweight
- ▶ **Pregnant women**

Test and Trace

The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace.

To help contain clusters or outbreaks **in a community centre setting**, you must:

- ▶ Keep a **temporary record of your customers and visitors for 21 days**, in a way that is manageable for your organisation, and assist NHS Test and Trace with requests for that data if needed.
- ▶ **Any records you keep must comply with your existing GDPR policy**
- ▶ For guidance on recording customer, visitor and staff information, please see: <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Other Community Centre Uses

MEETINGS AND CIVIC FUNCTIONS

Meetings should continue to take place digitally unless it is impossible to do so

These include the following types of activities:

- ▶ meetings of civic, political or community groups
- ▶ MP or councillor surgery/drop-in sessions
- ▶ 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

Where community facilities need to be used for the above types of activities, the premises must meet with Covid-secure guidance.