**USE OF SRPC FACILITIES : PROCEDURES TO BE FOLLOWED**

1. Leaders of groups must book facilities required **in advance** by contacting Derek Henderson – **07985 430632 or dhenderson632@hotmail.com**
2. Leaders of the group should arrive early to set up/prepare. The room /area will have been cleaned after it was last used. To reduce touching of door handles/push plates, doors should be kept open where possible but must be closed before leaving or if fire alarm goes off. Some windows should be opened where possible as good ventilation is an important mitigating factor in the spread of Covid-19.
3. Leaders must encourage all individuals present to adhere to good hygiene procedures. **It is good practice for leaders of groups comprising children and young people to encourage those present to wash their hands thoroughly as soon as they arrive and to sanitise their hands regularly** **whilst on site.** There will be a sanitiser in each room/area. Extra sanitising materials will be available in the Hub.
4. Leaders to ensure that signs are displayed on the toilets permitted to be used to limit the amount of cleaning required at the end of a session. Where the numbers are small, the disabled toilet should be the only one used.
5. Groups will be assigned a room/rooms which should not be changed without arrangement. If more than one room is to be used then the group should be met on arrival and directed to the appropriate area to prevent the Hub becoming overcrowded. **Leaders must record a list of attendees and ensure that they have contact details for them**. Depending on current health advice it may be advisable to keep groups in “bubbles” rather than mixing the whole group throughout their time together.
6. When the meeting / event has concluded, leaders should encourage the group to leave immediately and to avoid congregating in the Hub or car park.
7. At the end of the meeting / event the leaders must carry out the following in order to leave the building in a clean condition for the next group;

* Close all internal doors.
* Ensure all lighting is switched off and windows closed.
* Sweep / hoover floors, if necessary.
* Using disinfectant wipes/sanitising materials etc. clean:
* Toilets which were in use, including the handles and toilet roll holder
* Sinks which were in use – including taps, towel dispenser and door handles inside and out
* All light switches used.
* All door handles / push plates which may have been used.
* Chairs / tables and any other equipment used.
* Exit button and entrance key pad.
* **Before leaving, leaders must complete and sign the Use of Facilities Checklist and insert it into the relevant file.**