



A Message from the Trustees

PLEASE HELP KEEP OUR BUILDING COVID-19 SECURE

1. **You must not enter if you or anyone in your household has COVID-19 symptoms.**
2. **If you develop COVID-19 symptoms within 10 days** of visiting these premises **alert** NHS Track and Trace on 0300 013 5000. **Alert** our Operations Manager on 07788 100670 and **alert** the organiser of the activity you attended.
3. **Please come changed ready for your activity.** Bring only minimal possessions leaving coats, bags etc. locked out of sight in your car. **Only car keys, exercise mats and water bottles really need to be brought into the Centre.**
4. **Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance to your activity and observe the one-way system marked.
5. **Use the hand sanitisers provided** on entering and leaving the premises. Wash or clean your hands often.
6. **Avoid touching your face, nose or eyes.** Clean your hands if you do.
7. **“Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the flip top bins provided then go and wash your hands.
8. **Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We cannot clean all surfaces in the building between each hire.
9. **Take turns to use confined spaces such as corridors and toilets**
Note; standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
10. **Keep the Halls well ventilated. Close doors and windows before leaving.**
11. **Remain Alert and we can all continue to use these facilities. We can Keep everyone Safe that uses them too. Thank you for your co-operation.**