

Name of policy	Coronavirus Policy
Policy owner	Paul Goddard
Agreed date of implementation	May, 2021
Next review date	November, 2021

Policy

As a service for people with dementia and their carers, we recognise that our users are at particular risk of harm if they contract Coronavirus. Directors, employees and volunteers also need to be protected. Therefore we will take stringent precautions to prevent the virus entering the premises, and we will manage the site to minimise its transmission in case that happens.

We will follow the virus control guidelines issued by the government, communicate these requirements to all concerned and monitor their implementation. In addition, as managers of the premises, the directors and their delegates will advise all users of the virus control policy in writing and monitor adherence.

Our understanding is that the following directive is currently applicable. "Support groups (such as victim support and mental health groups) can take place in gatherings of groups of 15 (subject to capacity) in a COVID-19 secure community facility if organised by a business, a charitable, benevolent or philanthropic institution or a public body to provide mutual aid, therapy or any other form of support to its members or those who attend its meetings." This comes from the following website:

<https://www.gov.uk/government/publications/covid-19-guidance-for-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>.

Specifically, this means that we will operate as a COVID-19 secure community facility.

We will revise our virus control procedures in line with government guidance for day centres for people with dementia.

VIRUS CONTROL PROCEDURES - MANAGEMENT

We understand the importance of maintaining a clean environment at all times, to provide you with some reassurance please see below some of the additional measures that will be in place at all of our events.

1. Hand sanitiser provided for use on arrival and also for reapplications
2. Masks or visors will be worn unless there are 3m between participants.
3. Cleaning of environment and hard surfaces will be completed at the beginning and end of each event. Specifically: cleaning of door handles and fingerpads, chair backs and arms, door release buttons, taps, bin lids, window handles, light switches, worktops, toilet lids, loo brush handles, towel and soap dispensers. If the group using the space changes, cleaning will take place before the second group enters.
4. Empty bins first thing on Monday morning and not otherwise unless essential

VIRUS CONTROL REQUIREMENTS - USERS AND GUESTS

Please do not attend The Studio and instead contact us by phone if any of the following statements apply to you:

- You have been suffering any symptoms including a dry persistent cough, high temperature or loss of taste/smell within the last 14 days·
- You have been around anyone experiencing these symptoms.
- You or anyone you have had contact with has had a POSITIVE Covid -19 test.
- You or anyone you have had contact with has returned from outside the UK within the last 10 days.

General

1. People with dementia or another disability must attend with an escort who can provide personal care.

Prevent transmission between people

2. Sanitise hands on entry to The Studio and on leaving
3. Record who attends on the NHS app or in writing on contact tracing register with details kept for at least 21 days.
4. Keep numbers to the permitted limits (to allow 4m sq per person).
5. Keep seating for different households 2m apart.
6. Toilets should be used on a 'one in, one out' basis.
7. Use doors with care, and give way to people entering The Studio.

8. If coming within 2 metres of each other wear a visor or mask unless prevented from doing so by a particular condition or disability.

Keep the premises aired and clean

9. Open windows when the large room is in use regardless of 'thermal discomfort'.

10. When the large room is in use, switch on Airvia sanitiser at level 2, and turn on UV filter,

11. Use pedal bins, make tissues and hand sanitiser available at workstations so that people can reach these easily.

12. Materials & equipment in use at a session restricted to that which can be disinfected, disposed of or quarantined afterwards.

13. After each session, wipe down **hard surfaces used** with the spray disinfectant and other materials provided and dispose of wipes in the pedal bins. Hard surfaces include wooden chair backs & arms, handles of doors, windows, equipment, doorknobs, buttons and light switches.

14. Wash all utensils by dishwasher. Empty dishwasher straight into cupboards. Keep kitchen surfaces clear at all times.

15. Keep kitchen extractor fan on when premises in use (keep kitchen light on to power this).

16. Leave no food out unless it individually wrapped.

17. Leave no food in The Studio fridge outside the hours booked.

