

Community Matters

Information sheet

Support for community buildings on re-opening

This information sheet is for buildings considering reopening after the COVID 19 outbreak

This should not be seen as a definitive list of what to consider, but as a starting point for things you will need to think about prior to re-opening your building.

The first question should be; can we open? While the social distancing measures are in place can we meet these with our premises? If you think it's a possibility, work through the rest of this help sheet.

Insurance

Check with your insurers – you need some form of reassurance that Public Liability, Employer's Liability and, if you have it, Professional Indemnity Cover would still be satisfactorily in place. (Questions from your insurer might prompt other issues that we haven't thought of)

Space and Social Distancing

How do we promote good social distancing within the premises? It is a minimum of 2m separation (which is different to standing 2m apart when people could use a space with a greater separation) Good examples are where spaces are marked and supported with plenty of signage, with good simple language that reinforces the minimum while at the same time saying it is o.k. and encouraging to be further apart.

Consider the size of your spaces. Could some activities operate while still maintaining social distancing? So for example, if it's a class could people sit at a table on their own? If you have a normal 2 person table and also leave a normal 1 meter gap between tables that would approximately be 2 meters between people. But this will mean that you will have a much reduced capacity in the room.

The next thing to consider is entrance and exit. How do you deal with this and maintain social distancing? Is there a second door or an emergency exit in the room so you could have a one way system?

Finally, consideration should be given to toilets and any others shared facilities. Some are sole use, but where there are urinals there might need to be some reasonable way to queue.

Cleaning

It is probable that you will have to factor additional cleaning between users into your planning. If you are cleaning more frequently, will you have to store a larger quantity of cleaning materials, and what is the impact of that on your risk assessment?

Staffing

Do you usually have staff or volunteers in the building? If you don't usually, will you need them in order to open? So will you need to staff the entrance and exit points of the building to control people coming in and out? What changes to your risk assessment will need to be done to keep staff and volunteers safe? Consider social distancing and access to office areas. Will staff need PPE such as gloves and masks, and will things like sanitiser gel and disposable wipes/tissues need to be provided for the buildings users?

Other things to consider

Financial – given the additional costs and the reduced capacity in the first instance, is it financially viable to open?

Reputation – how will people feel if you re-open the building? It might be that you need to consult with your community to get an idea of what the community's opinion would be about this.

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