



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

Toolkit

Re-opening your Community Centre

Support for the Community & Voluntary Sector in the Fermanagh & Omagh District for re-opening your multi-purpose community facility in the recovery phase of COVID-19.

Part 1: Steps to Re-opening

Part 2: Discussion Checklist

Part 3: COVID-19 Risk Assessment template

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Part 1: Steps for Reopening up a Multi-Use Community Centre

Introduction

Fermanagh and Omagh District Council has compiled the main steps to assist you with opening your Community venue after lockdown. With community venues varied in type and use this information may need to be supplemented with further research suited to your varied needs. Not all of the information in this guide may be relevant to you and Council officers are available to assist you with the re-opening of your centre.

This guide signposts to a range of guidance. If you cannot access the links embedded within this document, please contact your FODC Community Support Officer for further assistance. This information must be considered in line with the [NI Executive's Recovery Plan](#) to ease the measures to tackle COVID-19. At the time of compiling this document, Northern Ireland has a 2m distancing regulation. Where two metres is not possible a minimum of one metre distancing is still safer than close contact if additional mitigating measures are implemented e.g. good hand hygiene and respiratory hygiene practices including the wearing of face coverings.

Many community facilities are also workplaces and those responsible for the premises should therefore be aware of their [responsibilities as employers](#). Organisations also have a duty of care to volunteers and they are afforded the same level of protection as employees [coronavirus volunteering and how to help safely](#).

Throughout the steps below it is essential to keep regularly informed of the risks posed by COVID-19 and any changes to legislation. Current public health advice is available from the [Public Health Agency](#), the [Department of Health](#) and [NI Direct](#).

Step 1: Arrange a Meeting

The decision to open should be taken by the trustees/committee or persons who are legally liable for the organisation.

To initiate this, organise (and minute) a virtual or telephone conference meeting with at least the quorum present. Consider appointing a trustee/committee member to be the COVID-19 Safety Officer, but the responsibility for good decision making and practices lies with all members.

Consider what changes will be made and who else will be affected by the centre's opening eg: staff, volunteers, funders, regulatory bodies, leasees, service users, general community, insurance provider, Charity Commission NI etc.

Trustees/committee members have the discretion to decide to remain closed if they are not able to safely make the space COVID-19 secure.

To aid with your meeting 'Part 2 – Discussion Checklist' contained with this Toolkit can help you explore some of the discussion points during your meeting.

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Step 2: Undertake a COVID-19 Risk Assessment

The COVID-19 Risk Assessment is possibly the most important document that your group will need to consider prior to reopening your community building and this document may be requested by your insurance company. If you have an outside space such as a play area you may need to consider undertaking a [separate risk assessment for this area](#).

An example of a risk assessment is attached (Part 3 – Generic Risk Assessment) and you will need to modify it to your own centre's requirements based on the decisions made during your meeting.

If your community building has had a significant change in use or type of use in order to repurpose the centre, you may need to revise the Fire Risk Assessment (as well as contact the Charity Commission NI).

Users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have control of the premises and should take account of any guidance relevant to their specific activity or sector. They should, however, also ensure their practices are in line with your reopening plan such as restrictions to the use of the kitchen or new cleaning regime, if applicable.

Step 3: Prepare your Reopening Plan

The completed Discussion Checklist (Part 2) & Risk Assessment (Part 3) will help you to devise your group's plan (or 'to do list') detailing what needs to be completed to enable your centre to reopen. It will detail what needs to be completed, by who, by when or frequency.

It is important that the relevant sections of the Reopening Plan is communicated to your volunteers, committee/trustees, staff hirers or user groups so that everybody knows what is expected of them. Will you need to provide training to ensure key volunteers/staff or hirers know what is required? Will additional signage assist with reminding hirers or user groups how they should conduct themselves each visit and their additional responsibilities?

Some of the plan will need to be completed prior to opening:

Step 4: Complete your Preparations

Complete your legal requirements and any maintenance of equipment that has been left idle or may have missed routine maintenance during lockdown such as outside play equipment, air conditioning, boilers, alarms, electrical circuit check, lifts, Fire Safety Check, Environmental Health assessment etc. Where there are concerns about equipment it must be taken out of service immediately.

It is vital that the water system has been flushed out to combat the risk of Legionnaire's Disease and air conditioning systems are checked. [How to do this effectively](#)

Your preparations might also include checking that all handwashing facilities have functioning hot water, that there is soap and paper towels available or hand dryers are working. Position new signage/notices needed to communicate the new centre rules to the user groups. Install your sanitiser stations and store cleaning products and PPE as identified by your Risk Assessment and any other requirements identified.

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You may need to remove and store un-essential communal resources such as children's interactive toys, books etc and remove difficult to clean furnishings.

It is suggested that you consider introducing a system in line with GDPR for gathering details such as date, time, names and contact details of those who attend in case of Contract Tracing referrals and keep these secure. Currently this is mandatory in England and must be kept for at least 21 days however it is not known at time of printing (15/07/20) if a similar system will be introduced here. FODC operated Community Centres are intending to introduce this system.

Consider providing a recording system so that user groups can note if they have undertaken any cleaning requirements you need them to complete, if applicable.

Consider if the centre needs a thorough clean.

Step 5: Communicate your Intention to Open

Use a variety of media to communicate your intention to open. This could also be an opportunity to encourage self-regulation - for example, parents and children wishing to use the playgrounds upon reopening could bring their own cleansing wipes, sanitiser etc. to the park, adherence to social distancing etc.

Step 6: Open Centre

Your Risk Assessment will detail the measures that you have put in place such as ensuring all surfaces, especially those most frequently touched as door handles, hand rails, lift buttons, vending machines, window catches, chair backs, tables light switches etc, are cleaned regularly using standard cleaning products or following manufacturer's instructions. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific [guidance](#).

On an on-going basis you will need to:

- ensure cleaning products, sanitiser and resources in handwashing areas are replenished regularly.
- Maintain recording systems such as the visitors' details and cleaning sign-off sheets, if applicable.

Different activities are subject to specific reviews and guidance on when and how they are permitted to resume. Where a premises delivers a mix of services, only those services that are permitted to be open should be available.

Step 7: Review your Reopening Plan

To ensure that you centre has anticipated all of the issues presented by making your centre as safe as possible, provide opportunities for feedback from your user groups and regularly check that the new procedures/rules are being followed by all users. As there is likely to be changes in legislation, keep up to date as much as possible by referring advice from the [Public Health Agency](#), the [Department of Health](#) and [NI Direct](#).

Useful links:

Community Centres that provide Childcare:

<https://www.health-ni.gov.uk/sites/default/files/publications/health/covid-guidance-for-registered-group-childcare-providers.pdf>

<http://childcarepartnerships.hscni.net/wp-content/uploads/2020/05/COVID-19-Infection-Control-Childcare-Settings-2.pdf>

Cleaning and Infection Control Advice:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Advice if you are an employer:

[Working Through This Together - A Practical Guide To Making Workplaces Safer \(PDF, 7.48MB\)](#)

[Coronavirus: Workplace safety guidelines and social distancing.](#)

[Coronavirus: Working safely in different business settings.](#)

[workplace risk assessment template for COVID-19.](#)

Advice for sports organisations:

<http://www.sportni.net/sportni/wp-content/uploads/2020/05/Framework-for-resumption-of-Sport-and-Physical-Recreation-in-NI-Final-version-11.pdf>

<https://www.cimspa.co.uk/>

Other Useful Links to Organisations:

<https://www.hse.gov.uk/coronavirus/index.htm>

<https://www.health-ni.gov.uk/sites/default/files/publications/health/your-guide-to-covid-regs.pdf>

<https://www.publichealth.hscni.net/news/covid-19-coronavirus>

Guidance from **Gov.UK for England Only** - Publication Date 30 June 2020

https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities?utm_source=2b2520c6-5f06-42f3-b7f9-067c4b570a5a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

ACRE - an English based organisation - practical guide to help Village Halls reopen, however some of this may differ from Northern Ireland. <https://acre.org.uk/news/2020-06-17-practical-information-to-help-village-halls-reopen-published-by-leading-rural-charity>

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Part 2: Discussion Checklist - Reopening Your Multi-Use Community Centre

We can all agree that going forwards (for at least the foreseeable future), we will need to operate our centre differently to reduce the transmission of COVID-19.

Your group will need to have a meeting to agree what changes to daily operations need to be made, the preparations needed, and who is responsible for the many additional tasks. It is possible that the 'who' may not just be members of your group – in some situations this may be your user groups or hirers.

To aid the decision making during your meeting, below are some suggestions for discussion points, however, some will not be relevant to your centre. Extra space is provided for you to add additional needs or issues tailored to your own centre.

You may also have other areas that will need similar consideration, such as changing rooms, office, lift, play equipment etc. If you have employees, you will also need to consider a [workplace checklist](#).

Once the checklist is completed along with missing discussion points suited to your own centre's needs, you will be better prepared to be able to devise your 'reopening plan'. This will detail the procedures, or set of rules, for your staff, volunteers and user groups. You will also be able to modify the COVID-19 Risk Assessment (Part 3) so that it reflects your centre's new changes.

Preparation Maintenance, Checks and systems

	Are the following checks/maintenance needed?	Yes	No	Notes/who/by when
1.	Essential: undertake full flushing of hot and cold water system and air conditioning system check (if applicable) for legionnaires disease			
2.	Boiler Service			
3.	Electrical Circuit Check			
4.	Fire Safety Check			
5.	Play equipment maintenance			
6.	Environmental Health check			
7.	Lift maintenance			
8.	Check hot water taps are working in all handwashing facilities			
9.	Will the insurance company need to be notified of changes and date of opening?			
10.	Will the Charity Commission NI need to be notified if there will be significant changes to the activities of the charity?			
11.	Will changes require the evacuation procedures to be reviewed?			
12.	Will additional PPE, cleaning products, tissues, hand soap, sanitiser need to be purchased prior to opening?			

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13.	Any other equipment requiring maintenance or checking such as:			

Car park/paths/patio/exterior areas

		Yes	No	Notes/who/by when
1.	Will marking out with tape the outside entrance to encourage care and distancing when queuing to enter?			
2.	Will the cleaner/caretaker regularly check the area outside for rubbish which might be contaminated eg tissues? (Gloves will be needed)			
3.	Will the parking area be too congested to allow social distancing?			

Entrance/reception/lobby/corridors

		Yes	No	Notes/who/by when
1.	Consider location/s of Hand Sanitiser Station/s in entrance/s and exits			
2.	Will reception staff or volunteers need to have masks, PPE, screens installed?			
3.	Consider floor markings at areas prone to congestion to allow for distancing			
4.	Will additional signage be useful, eg one way system, signage discouraging those who feel unwell from entering the building etc			
5.	Are there doors that can be kept open that does not impact on the fire risk assessment?			
6.	Will a representative of the hirer need to arrive earlier than the participants to set up and clean?			
7.	Will door handles, switches, and other equipment be cleaned and by who/frequency?			
8.	Will we need a touch free bin or pedal bin in this area?			

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9.	Will deliveries/purchases need to be placed on a designated surface (not on the reception desk) until they can be dealt with?			
10.	Will names and contact details and time/date of entry from user groups/visitors be recorded (mindful of GDPR) in case of a COVID-19 Contact Tracing enquiry? Where will this be located?			
11.	Will upholstered furniture be available for users given cleaning may be difficult to achieve?			
12.	Will cashless payment systems assist reduction in cash handling?			
13.	Will the handling of donations/payments be restricted to only one person wearing gloves?			
14.	Will a digital thermometer be needed to measure temperature of centre users on arrival?			
15.	Will vending machines be available for use and if so who will be responsible for cleaning the touch surfaces and frequency?			
16.	Are there children's interactive toys/books needing to be stored?			

Main Hall and Meeting rooms

		Yes	No	Notes/who/by when
1.	Will extra time be needed between bookings to facilitate cleaning, and if so, how much time?			
2.	Can more than one booking be accommodated at the same time?			
3.	Will small group meetings be located in the main hall where there is more circulation?			
4.	Who is responsible for the cleaning of door handles, window catches, tables, chair backs and arms before each booking arrives? Cleaning staff/volunteers or the hirers?			
5.	Will carpeted rooms be avoided for keep fit type activity?			
6.	Will a touch free rubbish bin or pedal bin be needed in this area or both these areas?			
7.	Can windows be opened to increase ventilation? Will user groups be responsible for this or centre staff/volunteers?			

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8.	Will users be able to use the centre's equipment such as projectors, screens, lectern, portable microphone, flip charts etc.			
9.	Will numbers need to be restricted due to the reduction in capacity with 2 m social distancing?			
10.	Where will hand sanitiser be located in these areas?			
11.	Can upholstered chairs be taken out of use for 72 hours after use or restricted in use?			
12.	Will we refuse bookings that will result in shouting as this is not allowed according to the recommendations in England due to increased transmission?			

Kitchen – will the kitchen be available to centre users?

	If so,	Yes	No	Notes/who/by when
1.	How will dual use of the kitchen be managed by more than one booking at a time?			
2.	Will the kitchen have signage restricting the numbers of people using it at any one time?			
3.	Will pre-arranged catering be able to be provided? (or will it be users only sort themselves)?			
4.	Will users be encouraged to bring their own food and drink/milk for the time being?			
5.	Can centre users access communal delph, cutlery, kettle, hot water boiler?			
6.	Who will regularly clean the surfaces, fridge handles, microwave handles, kettle handles, cupboard/drawer handles, cooker handle, door and window handles, light switches, taps etc. Is this the responsibility of the centre users or centre staff/volunteers? Will this be undertaken before use only or both before and after use? Do you need to have a check list visible to ensure these are completed?			
7.	Will people who are over 70 or vulnerable/pregnant individuals be allowed to enter the kitchen area?			
8.	Will cleaning products be provided in a safe but clearly identified location within the kitchen so that centre users can access this when cleaning the			

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	kitchen (if applicable)? Who will regularly check these are well stocked as necessary?			
9.	Will centre users provide their own tea towels?			
10.	Has the dedicated hand washing sink/drainer had its fabric towel removed and replaced with paper towels. Has it soap?			
11.	Will hand sanitiser also need to be available?			
12.	Will the rubbish bin need to be replaced with a touch free bin or pedal bin?			

Indoor Toilets

		Yes	No	Notes/who/by when
1.	Will signage be needed to restrict numbers in cubical toilet areas?			
2.	Will signage be needed to restrict those waiting outside single/disabled toilets.			
3.	Can more than one urinal be used at a time ensuring distancing measures?			
4.	Will the hirer be responsible for controlling the numbers accessing toilets at one time?			
5.	Who is responsible for cleaning all surfaces such as door handles, light switches, basins, toilet handles, seats, baby changing and vanity surfaces, mirrors etc? Hirer or caretaker?			
6.	Will signage be needed to encourage 20 second hand washing practices?			
7.	Who will check that soap, paper towels, tissues and toilet paper needs replenishing? Frequency?			
8.	Will hirers be shown where to assess these for restocking if needed?			
9.	Will touch free rubbish bins/pedal be needed to be purchased to replace existing bins?			

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Stage – will the stage be available for use?

	If so,	Yes	No	Notes/who/by when
	Can stage curtains be tied back or removed out of reach of centre users?			
2.	Will lighting and sound controls need special care when cleaning and who will undertake this?			
3.	What will be the new capacity of the stage area to allow for social distancing?			
4.	Will hand rails be cleaned by the user or the centre's cleaner?			

Storage Rooms

		Yes	No	Notes/who/by when
1.	Is access to storage rooms restricted to one or two people from each booking at a time?			
2.	Who is responsible for cleaning handles or equipment required before use? Hirer or centre cleaner?			
3.	Would rearrangement or additional trolleys facilitate social distancing?			

Boiler Room and Store Cupboard

		Yes	No	Notes/who/by when
1.	How frequently will handles and switches be needed to be cleaned?			
2.	Will access be restricted to 1 or 2 designated staff/volunteers only?			
3.	Will hirers need to have access to the cleaning cupboard or is there another solution?			
4.	What PPE should be provided?			

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Room/Space Name:

		Yes	No	Notes/who/by when
1.				
2.				
3.				
4.				

Room/Space Name:

		Yes	No	Notes/who/by when
1.				
2.				
3.				
4.				

Room/Space Name:

		Yes	No	Notes/who/by when
1.				
2.				
3.				
4.				

Room/Space Name:

			Yes	No	Notes/who/by when
1.					
2.					
3.					
4.					

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Part 3: COVID-19 Risk Assessment Template

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a draft copy of a **generic Risk Assessment** for dealing with the current Covid-19 situation in community centres. It is not likely to cover all scenarios and each Community Centre Management Committee should consider their own unique circumstances. Much more specific assessments, such as that for health care workers, may look quite different although many of the principles would still be relevant. To keep up to date with HSENI advice to workplaces in this fast changing situation visit <https://www.hseni.gov.uk/news/coronavirus-covid-19-and-hseni-contact-details-update> . To access a Risk assessment Template for returning to the workplace is also available at <https://www.hseni.gov.uk/publications/example-covid-19-risk-assessment-template>.

Community Centres that provide childcare, have play parks/outdoor spaces or sport facilities should refer to the links provided in the accompanying document: Part 1: Steps for Re-opening up a Multi-Use Community Centre.

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What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • Staff/Volunteers • Visitors to your premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your Community Centre 	<p><u>Hand Washing</u></p> <p>Sufficient well stocked hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place. See hand washing guidance</p> <p>Drying of hands with disposable paper towels</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly</p> <p>Gel sanitisers in any area where washing facilities not readily available. Gel sanitisers and disposable towels at entry/exit points and other high touchpoints or high footfall</p> <p><u>Social Distancing</u></p> <p>Social Distancing - Reducing the number of persons in any area to comply with the social</p>	<p>Community Centre Users to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow <u>Catch it, Bin it, Kill it</u> – and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the Centre.</p> <p>If a Community Centre has staff encourage them to report any problems and carry out skin checks as part of a skin surveillance programme.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice</p> <p>Posters, leaflets and other materials are available for display.</p> <p>Reminder of the importance of social distancing both in the Centre and outside of it.</p>			

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		<p>distancing recommended by the Public Health Agency</p> <p>Guidance on social distancing and for vulnerable people</p> <p>Consideration of how the layout of the Community Centre can be changed to comply with social distancing guidelines</p> <p>Taking steps to review timetables including start & finish times of Community Centre activities.</p> <p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, tables, reception area using appropriate cleaning products and methods.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>Floor markers to indicate safe distances in accordance with up to date Government guidance.</p> <p>Indicate which entry and exit routes will be used. Will a one-way system be possible?</p> <p>Consider sneeze guards (Perspex screens) in areas where there is direct contact such as reception area etc.</p> <p>Checks to ensure all of the above social distancing measures are adhered to.</p> <p>Rigorous checks will be carried out by the designated person to ensure that the necessary cleaning procedures are being followed. Have a system in place to keep up to date with the current Government guidance.</p> <p>Provision of no touch bins.</p> <p>System in place for the disposal of cleaning wipes and cloths.</p> <p>Have a system in place to keep up to date with the current Government guidance.</p> <p>PPE for those responsible for cleaning.</p>			
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		<p><u>Wearing of Gloves</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement, an adequate supply of these will be provided. Instruction will be given on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><u>Respiratory Protective Equipment</u></p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed- Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out –</p> <p>Both the fit tester and those being fit tested should wash their hands before and after the test.</p> <p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).</p> <p>Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</p> <p>Fit testers should wear disposable gloves when undertaking cleaning of</p>			
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		<p>test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.</p> <p>Wearers must be clean shaven.</p> <p><u>Symptoms of Covid-19</u></p> <p>A space should be designated in the Community Centre where someone can be moved to if anyone becomes unwell with a new continuous cough or a high temperature until transport home or to hospital is available. Any tissues or paper towels should be disposed of in a plastic bag, sealed and placed in a secure place for 72 hours before being disposed of in the general rubbish collection. <u>The Public Health authority</u> will be notified to discuss the case, identify people who have been in contact with them and provide advice on any further actions that need to be taken.</p> <p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing</p>	<p>the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)</p> <p>Reference - https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <p>Internal communication channels and cascading of messages through the Management Committee/ staff/ volunteers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>It is recommended that contact details are sought from other people in attendance at the same activity and advised to leave the premises. The Track & Trace service should be informed.</p> <p>A decontamination clean should be carried out in line with guidance.</p>			
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		<p>awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	<p>Regular communication of mental health information and open-door policy for those who need additional support.</p>			
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