

Guidance for Community Association reopening

All Community Associations must adhere to current Government guidelines regarding the planned reopening of their buildings, but as a precursor need to think about changes that will need to be made to their operation. As you are aware, the guidance is constantly changing and therefore you are also encouraged to look at the Government website <https://www.gov.uk/coronavirus>.

As it currently stands, large gatherings (eg parties) will still not be allowed and therefore bookings of this nature should still not be allowed.

In addition, each Community Association will need to carry out an individual, site specific Covid 19 Risk Assessment before reopening.

Things that will need to be considered as part of this process:-

- **Social distancing**

Where possible, you should maintain 2m between people by:

- putting up signs to remind everyone of social distancing guidance
- avoiding sharing workstations
- using floor tape or paint to mark areas to help people keep to a 2m distance
- arranging one-way traffic through the building
- switching to seeing visitors by appointment only

Consideration will need to be given to the location of additional signage that will need to be provided for each building to advise of social distancing guidelines and hand washing.

Chairs that are in waiting areas which have previously encouraged people to sit together should be removed.

- **Access arrangements / routes around building**

Where possible, a one way system should be configured for the building and thought should be given on how to manage 'pinch point' areas (eg entrances, toilets, stairs).

- **PPE (Personal Protective Equipment)**

Consideration will need to be given to how volunteers – especially the Booking Officers – can be kept safe. Booking officer session times may have to be reduced and if possible, on-line booking software should be used and centres that have the ability to take card payments should look at trying to reduce that amount of cash that is handled.

Screens, hand sanitiser, face masks, gloves may also have to be provided for volunteers.

- **Cleaning between use**

The cleaning hours at centres will not change. Therefore, a system will have to be agreed to clean rooms, surfaces and equipment (between each group use) during the day.

You should increase the frequency of handwashing and surface cleaning by:

- encouraging people to follow the [guidance on hand washing and hygiene](#)
- providing hand sanitiser around the building, in addition to washrooms
- frequently cleaning and disinfecting objects and surfaces that are touched regularly

- enhancing cleaning for busy areas
- setting clear use and cleaning guidance for toilets
- providing hand drying facilities – either paper towels or electrical dryers

Where possible, doors (not fire-doors) should be left in the open position to reduce touching of door handles.

- **Scheduling of sessions**

To avoid congestion, session times may have to be rescheduled so that large numbers of people are not trying to access the centre at the same time. Timing of sessions may also have to change to allow for the additional cleaning regimes as above.

- **Rooms and capacities**

In light of social distancing requirements, room capacities will have to be reviewed and furniture will have to be removed, and positions fixed to allow for social distancing.

- **Community Association Business**

There may be some groups that are safer to allow to use the building and Community Associations should consider a phased approach to their return.

Community Associations should avoid holding their business meetings face to face.

In the short term, it may be advisable to close all kitchen areas.

- **Special activities**

Any sports, exercise or martial arts sessions will require further approval before restarting. Any centre that has a café area will also need to seek further approval before this is allowed to reopen.

All groups must have carried out their own Risk Assessment and shared it with all volunteers and hirers before they can be allowed to use the building again.