



# new park centre

## COVID-19 SPECIAL TERMS AND CONDITIONS

### - PLEASE CONTINUE WITH PRECAUTIONS -

1. Make members aware of these Covid controls incl. circulating this document if you wish.
2. Ask members not to attend if they feel unwell or have any symptoms of Covid-19. Turn away people with possible Covid-19 symptoms.
3. Social distancing markings and signage remain in the halls – you should hold your activity so that there is a safe distance between people.
4. Wear a face covering in all inside areas, unless medically exempt or undertaking exercise, or an activity and it would negatively impact your ability to do so. **NB - whilst there is no legal requirement for face coverings, this precaution is in line with Government requirements for enclosed, often busy spaces where people may have contact with other people they don't normally meet.**
5. Wipe down contact surfaces each time you come to NPC – include touch points on entering the building, in communal areas, en route to WCs, plus in the hall you use e.g. door handles / push plates / grab rails / light switches / window mechanisms. Wiping of contact points should be before admitting members so you know surfaces are clean before they arrive - this also helps raise people's confidence. Since 19<sup>th</sup> July 2021 Covid wipe down has been part of your booked time in the hall.
6. Cleaning materials are provided for your use - please notify staff if supplies run out. The Association continues to undertake a daily enhanced cleaning regime.
7. Ask members to use the hand sanitisers every time they enter the building or hall.
8. Continue to collect and keep member's contact details for 21-days. Consider asking members to scan the QR codes displayed.
9. Always comply with instructions from NHS Test & Trace and Public Health England.
10. If someone becomes unwell with suspected Covid-19, ask them to leave straight away if they can. If they are clinically unstable, isolate them, if possible, before arranging for them to leave or contacting 999. Tell NPC staff if anyone becomes unwell with Covid-19 whilst on site.
11. Changing rooms and kitchen areas remain closed, so continue to ask members to arrive activity-ready and to bring their own water. If access to these facilities is required, please contact the NPC office.
12. Keep halls well ventilated by opening windows and doors. Maintain security by always checking they are closed before leaving.
13. Clean equipment you or the Association provide before use. Minimise hand-to-hand contact by not sharing of equipment and encouraging cashless payments.
14. Ask members to observe any one-way systems in place.
15. Consider asking members to take a rapid lateral flow test before attending.
16. If there is COVID-19 safety concern, we may need to close areas of the buildings *e.g. if deep-cleaning is required or it is reported COVID-19 precautions are not being complied with, or if public buildings are mandated to close again.* If this is needed, we will do our best to inform you promptly and you will not be charged for hire.
17. These COVID-19 Special Terms and Conditions are reviewed regularly, and necessary revisions issued as required.

**DECLARATION - I have read the COVID-19 Terms and Conditions at New Park Centre (which I will retain for my information) and I agree to adhere to them.**

**NAME OF GROUP / ACTIVITY:** .....

**YOUR NAME:** .....

**YOUR SIGNATURE:** ..... **DATE:** .....

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*Bringing people together*