

# Guideacres

## Staying Covid-19 Secure

### Indoor bookings (The Den - activity space and toilets)

Please read the information below and include in the risk assessment for your visit as appropriate.

**The Guideacres Committee have put the following in place:**

#### Social distancing

- Limit on numbers of individuals and groups on site at any one time (Indoor: maximum 1 group, 24 people)
- Posters reminding of need for social distancing
- Two metre zone marked at each door way to prevent crowding on entry and exit
- Floor markers to indicate correctly spaced queueing for toilets
- Reduced number of toilets and hand basins available for use

#### Handwashing and hygiene

- Posters showing correct method of handwashing
- Paper towel dispenser dispensing a single sheet at a time
- Pedal operated bin for disposal of paper towels
- Pink Brilliant Bins for disposal of sanitary protection items

#### Cleaning

- Removal of all non-essential items from the activity space, toilets and lobby.
- Reduced number of chairs and tables available for use
- Antiseptic in spray bottles, disposable paper roll, gloves and aprons for cleaning
- Sheet for signature after cleaning displayed in toilets.
- Regular checks of the lobby, activity space and toilets

#### Test and Trace

- List of all groups, committee members and contractors on site, with contact details retained for 28 days
- QR code posters for use with NHS Test and Trace app displayed in Lodge, Den and depot windows.

**Group leaders are required to put the following in place:**

#### Social distancing

- Leaders assigned to manage traffic and drop-offs / pick-ups with parents remaining in own cars
- Social distancing maintained at all times and face-coverings to be worn as necessary (see Girlguiding website for current guidance)

- Queueing (one-in, one out) system for toilets
- Avoidance of mixing between groups if more than one on site (each group to remain in its own distinct area)

### Handwashing and hygiene

- Own soap and hand sanitiser for use in toilets (please remove at end of visit)
- Opening windows to promote air flow (please lock all windows and replace key in box at end of visit)

### Cleaning

- Cleaning of toilets at beginning and end of meeting (sign sheet displayed in toilets to confirm this has been done and send photo of signed sheet to booking secretary)
- Cleaning of frequently touched surfaces (door handles, light switches, toilet flush and seats, taps, sinks) at frequent intervals throughout visit
- Clean tables and chairs after use, sweep floors.
- Cleaning toilets between groups if holding consecutive meetings
- Taking home for disposal pedal bin bags containing used paper towels (the Brilliant Bins do not need to be emptied)
- Cleaning of key box, light switches, window handles and door handles at beginning and end of visit

### Test and Trace

- Retention of a list of group members for 28 days after visit

**A copy of the full Guideacres risk assessment is available on the County website or on request from the Booking Secretary**

To be completed by the Group Leader and returned to the Booking Secretary

Group \_\_\_\_\_

Date of visit \_\_\_\_\_

I confirm that I have read 'Staying Covid-19 Secure' information and included in the group's risk assessment as appropriate.

Name \_\_\_\_\_ (Group Leader)

Date \_\_\_\_\_