Dear All 15 July 2020

**Re-Opening on Charles Booth Centre July/August 2020**

First and foremost, I really hope that this finds you and your loved ones safe and well if not a little bewildered and frustrated by the events of the past few months. These really are most unsettling times we find ourselves in. The Centre has had a very busy few months; decorating, serving the Community as a Covid-19 Hub, raising money for a Lift and getting ready to have you all back. We hope you like our new look!

As I’m sure you’re aware, the safety of our guests, visitors, regular users and staff really is our priority at this time and it goes without saying that once we are open, please only return when you feel safe and able to. On that point, please also be aware that there may be unforeseen closures at short notice, changing government guidance and regulations that come and go and other similar issues that alter our normal routines going forward.

With the safety of you and our staff in mind, we can at this point say there will be the following changes to your visit from when we open:

1. The minimum booking slot will now be 90 minutes, to allow for groups to clean and stay separate.
2. We would ask all groups to leave promptly at the end of their allotted time and not to arrive too early. We need to avoid gathering in corridors etc as much as possible.
3. To enter the Premises, you must be wearing a mask. We strongly recommend you keep it on throughout your visit.
4. There is a hand-sanitizer station by the main entrance and in the Hall, please use it.
5. By government guidance we are now obliged to keep a note of all persons entering the premises for 21 days. This is for track & trace purposes in case of an outbreak. It is mandatory to complete this with a name and contact number. A sign in/register book is by the main entrance. We will not share this data (outside of health tracking) and will destroy after 21 days.
6. Social distancing of a MINIMUM of 1 metre must be observed at all times. We strongly recommend you maintain the best practice guidelines of 2m wherever possible.
7. We advise you to avoid using the toilet facilities unless necessary. It is strictly one person in a toilet block at a time.
8. Whilst every effort is made to keep the Centre clean and sanitized, we are sure you appreciate that this is difficult given its size and the fact our staff are only here part time. We will undertake a thorough clean each evening, but each group MUST bring cleaning wipes and materials and are expected to wipe down before and after each session. This is what the additional 30 minutes is for on each booking.
9. The Centre will produce a Risk Assessment for the entire Premises that you can view on our website and a copy of this can be found in your User Group Pack. We recommend each group produces its own Risk Assessment that uniquely deals with your group’s needs and risks. What is mandatory is a plan in writing to set out how you as a group will maintain social distancing and maintain a clean and sanitary visit.
10. If you are in a category of Vulnerable people, or have significant health issues, we would advise you to not come to the Centre at all for the foreseeable future.
11. If you have had any of the recognised Covid-19 symptoms (cold/flu symptoms, persistent cough, temperature/fever and/or loss of smell) DO NOT come to the Centre and follow health guidelines on isolating.
12. If you have had a Coronavirus Test (for any reason, irrespective of symptoms) please do not come to the Centre until you receive your result and that result is Negative.
13. Please avoid shouting, there is evidence to suggest loud laughing and shouting increases the spread.
14. If you do become unwell and are confirmed to have Covid-19, please contact us and your group members/leader so that we can commence track and trace procedures.
15. As far as possible, we would ask all groups to make payments directly online to our bank account to avoid handling cash. Details for this are found in your User Group Pack. If not, a cheque is preferable, we would like to avoid using cash.
16. You may not always be able to meet in your usual room depending on the size of your group and the size of the room. Please work out your numbers and we will do our best to make sure we find you an appropriate room!
17. There are additional rules around larger groups’ meeting. If you have a request for a large gathering (over 20 people) please contact the Centre directly (hello@charlesboothcentre.org.uk or 01530 222337)

Finally, we want to help bring you back as safely and happily as possible. We know that this is overwhelming, more work, more worry and not easy. We are here to help, so if you need any assistance with Forms, Guidance or just remembering what to do, please shout (quietly!); this is your Community Centre after all!

Thanks so much for your understanding.

 Tom

**Tom Walters**

**Business Development Manager**

**Charles Booth Centre**

**01530 222337**

**hello@charlesboothcentre.org.uk**

[**www.charlesboothcentre.org.uk**](http://www.charlesboothcentre.org.uk)