

This information leaflet is designed for use by those managing multi-use community facilities such as community centres, village halls etc. The communal nature of these sites make them particularly vulnerable to the spread of coronavirus (COVID-19). Managers of community facilities will have discretion over when they consider it safe to open for any activity permitted by legislation and may decide to remain closed if they are not able to safely follow the advice in the relevant guidance to make the space COVID-19 secure. The government has produced guidance specifically for [multi-use community centres](#).

On 22 February 2021, the Government announced the roadmap out of the national lockdown. You must continue to follow the current rules set out the [National Lockdown guidance](#). The [guidance for closing certain businesses and venues in England](#) has also been updated to reflect the most recent changes.

Within the roadmap there are indicative, 'no earlier than' dates for Steps 2, 3 and 4 of the roadmap. This is because these are contingent on the data and subject to change.

[This guidance details the steps to reopen certain businesses and venues in England](#)

## Step 2 - no earlier than 12 April

Following the move to Step 2, public buildings, such as libraries and community centres, will reopen for purposes that are permitted according to the current lockdown rules. At present this is likely to include:

- Indoor children's activities such as dance classes, cubs, scouts, and brownies etc.
- Indoor parent and child groups with a maximum of 15 people attending (this does not include under 5's)

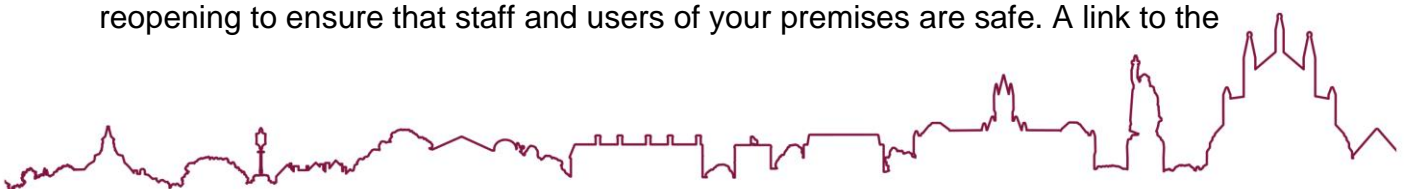
## Step 3 – No earlier than 17 May

Following the move to step 3, additional clubs and activities will be permitted subject to being covid secure.

You should encourage hirers of your facilities to read guidance specifically related to their activity. There is no substitute for reading the regulations and guidance in full, but in the meantime, we have provided this leaflet to help you plan for a safe reopening:

## Risk assessment

You will need to undertake a [Covid-19 risk assessment](#) prior to re-opening the building for permitted activities. This will help you decide what actions to take prior to reopening to ensure that staff and users of your premises are safe. A link to the



Health and Safety Executives risk assessment guidance can be found at the bottom of this leaflet.

You should share your risk assessment with all staff and anyone that is hiring your facilities.

## **Social distancing and capacity**

In order to minimise opportunities for the virus to spread all users of your facilities must adhere to the current social distancing guidance of 2 metres or 1 metre with risk mitigation (where 2 metres is not viable). You must clearly set out the mitigations you will introduce into your risk assessment.

- You will need to determine the maximum capacity of your rooms. The size and layout of your premises will determine the maximum number of people that can be accommodated while adhering to social distancing.
- You must consider where there may be any pinch points or high traffic areas and how these will be managed.
- Manage the arrival and departure times of different groups to reduce pressure on entrance and exit points.
- You may need to introduce socially distanced queuing.
- Consider implementing a one way system and the use of separate doors for entering and exiting.
- Consider using floor marking and signage.
- Users of community facilities both indoors or outdoors should limit their social interactions to 2 households (including support bubbles). Alternatively if outdoors a gathering of a maximum of 6 people from different households is permitted.
- Premises which are covid-19 secure will be able to hold gathering of more than 30 people, subject to your own capacity limits. Where gathering have more than 30 people, you will need to take additional steps to ensure the safety of the public.
- People meeting in a club or group context at a community Centre should maintain social distance.
- Community facilities should discourage large gatherings or mass events from taking place.
- It may not be possible to determine how many people will attend a particular activity, therefore a plan should be put in place for how to deal with any excess e.g. using additional spaces, using a first come first served policy etc.



## Cleaning

You will need to decide how frequently cleaning should take place, based on an assessment of risk and the use of the building.

- Particular attention will be needed to cleaning areas, objects or surfaces that are frequently touched.
- You should use standard cleaning products
- Allow longer gaps between bookings to allow for additional cleaning
- Where possible, non-fire doors and windows should be opened to improve ventilation in the premises

## Antiviral Disinfection Guide for Businesses

There has been some confusion about which suitable disinfectants will kill the COVID-19 organism. We have also found in many cases, although the product is suitable, the instructions for use are not being followed and consequently the product is ineffective. We have therefore produced a list of products that are suitable for killing the COVID-19 virus, together with useful information on how long the product must be left on the surface before wiping clean. This can be found [here](#).

## Toilets, handwashing and hygiene

Frequent handwashing is an important control measure.

- All persons entering or leaving a community facility should be asked to wash their hands thoroughly for at least 20 seconds using soap and water. Hand sanitiser (minimum 60% alcohol) can be used if hand washing facilities are not available.
- Install signs/posters to remind people to wash their hands and of the appropriate technique.
- Install signs/posters to advise people to avoid touching their face, and to cough or sneeze into a tissue which is binned safely, or into your arm when a tissue is not available.
- Ensure a constant supply of running water and liquid soap is available for hand washing.
- Provide suitable hand drying facilities e.g. disposable paper towels or electrical dryers.
- Provide hand sanitiser with a minimum of 60% alcohol content at multiple locations.



- Provide clear instructions on the use and cleaning of toilets to ensure that they are kept clean and social distancing is maintained.
- Consider the use of disposable cloths for cleaning hard surfaces.
- Consider using social distancing markers and one in one out policy for toilets.
- Put a procedure in place detailing the additional cleaning requirements that are needed where a person is taken unwell with symptoms of Covid-19 at your premises. Further government guidance can be found at the bottom of this leaflet.
- You **must not** allow anybody with symptoms of Covid-19 to attend your facility.

## Collecting customer data

The NHS Test and Trace system is in place to help contain clusters and outbreaks of the virus. It is mandatory for community facilities to display an [NHS QR poster](#). If recording any details manually you should retain them for a period of 21 days. You should ensure any personal details collected are held in line with GDPR rules.

## Restart Grants and funding

The new Restart Grant scheme is worth **between £8,000 and £18,000** to organisations with premises used for leisure, hospitality, and some other purposes. Follow the link for details of the scheme and apply through your district / borough / unitary council. <https://www.gov.uk/guidance/check-if-youre-eligible-for-a-coronavirus-restart-grant>

Other funds are available to support organisations that aren't eligible for the Restart Grant (e.g. places of worship, which are normally outside the business rates system). Please visit our business support page for further information. <https://www.winchester.gov.uk/no-listing/business-advice/covid-19-support#relief>

Hampshire and Isle of Wight Community Foundation's also has further information about grant schemes <https://www.hiwcf.com/>

## Further guidance

ACRE's Re-opening after Lockdown guidance booklet <https://actionhampshire.org/news-blog-events/opening-your-community-building-after-lockdown/>

Guidance for the safe use of multi-purpose community facilities:  
<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>



Coronavirus guidance and support: <https://www.gov.uk/coronavirus>

Government guidance on cleaning:

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

Winchester City Council Business Support - Information on the latest support being offered to businesses affected by Coronavirus (COVID-19) can be found here; <https://www.winchester.gov.uk/business/covid-19-support>

Health and Safety Executive: <https://www.hse.gov.uk/news/coronavirus.htm>

Health and Safety Executive risk assessment guidance

<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

If you require further advice, please do contact Winchester City Council  
Environmental Health Service at [EHealth@winchester.gov.uk](mailto:EHealth@winchester.gov.uk)

