



Doohamlet Community & Resource Centre

COVID-19 Policy

Rev Number	Status	Date	Comments
0	Final	1/7/2020	Agreed at Committee Meeting, 3 rd July 2020



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1 Policy Statement

As a centre of community life and activity, Doohamlet Community & Resource Centre (The Centre) is committed to reducing the transmission of COVID-19 within Government and HSA Guidelines.

2 Purpose

The Centre has developed this policy to:

- Safeguard The Centre's Employees and Volunteers;
- Advise Groups and Services (Service Providers) using The Centre on how to protect their users.

3 Scope

The 'COVID-19 Policy' applies to all Employees/Volunteers and Service Providers using The Centre during the duration of COVID-19 restrictions.

4 Roles and Responsibilities

4.1 Responsibilities of The Management Committee:

The Management Committee has responsibility for ensuring the development and review of this policy and communication of the policy to Employees/Volunteers and Service Users. The Management Committee will induct staff on COVID-19 transmission and how to safeguard against it.

4.2 Responsibilities of The Operational Committee and Service Providers (Employees/Volunteers):

The Operational Committee will be informed of the policy and should:

1. Endorse, comply with and support the implementation of the policy and ensure compliance;
2. Ensure this policy is brought to the attention of all users and visitors to The Centre and inform visitors of the policy where appropriate;
3. If a breach of the policy is witnessed, whether by an Employee/Volunteer/user/visitor inform the individual of this policy where appropriate. Take a common sense approach to supporting compliance. If a person refuses to comply with the policy, do not engage in an altercation with the person but simply advise them of the breach and ask them comply with the relevant measure;
4. Where necessary, record details of infringements and report them to the Management Committee.

5 Implementation Measures

- Members of the Operational Committee (Employees/Volunteers) will be made familiar this policy during Induction/Refresher Training.
- The Centre is currently operated by Volunteers, and there is not sufficient capacity to undertake the necessary cleaning and sanitisation of The Centre prior to and after each activity takes place. There is an onus of Service Providers, as users of a shared facility, to take responsibility for the protection and safety of all users of The Centre and to undertake cleaning and sanitisation activities before and after their activity.
- The Centre will have a limited supply of PPE available to Employees/Volunteers in their general capacity of cleaning/maintaining and supervising the building, however the emphasis for

Employees/Volunteers will be on regular handwashing (extensive facilities are available for this throughout the building) and social distancing. For all other activities the emphasis will be on the Service Provider to provide or arrange for adequate and appropriate PPE.

- Service Providers will be required to implement national COVID-19 guidelines to minimise the transmission of COVID-19 within their activities. Each Service Provider will be required to;
 - Ensure their proposed activity is permitted in accordance with the current COVID-19 Guidelines/Restrictions at that time.
 - Undertake any necessary sanitisation and cleaning of The Centre and the access points to the room prior to the activity taking place.
 - Provide or arrange for the necessary PPE for their activity and the number of users expected (hand sanitiser, masks, disposable cups etc)
 - Plan their activity to ensure compliance with social distancing and lay out the room accordingly.
 - Restrict number as appropriate and control access/egress of the building to protect their Users and anyone else using The Centre at the time of the activity.
 - Maintain an attendance register for contact tracing purposes.
 - Communicate effectively with their users to ensure they understand the guidelines and implementation measures.
 - Undertake any necessary sanitisation and cleaning of The Centre and the access point to the room after to the activity taking place to protect Employees/Volunteers and other Service Providers using The Centre afterwards.

All Service Providers will be required to complete a 'COVID-19 Restrictions Checklist' and return in to The Centre prior to the activity/activities taking place.

- Signage will be erected around The Centre to advise people of COVID-19 social distancing and hygiene measures to be implemented in The Centre. Service Providers are permitted to erect additional signage if considered necessary.
- Service Providers and Employees/Volunteers have the authority to bring this policy to the attention of users and visitors to The Centre, advise people if they are breaching the policy and ask them to comply as required.
- Where necessary, record details of infringements and report them to the Management Committee on an Incident Record Form.

This policy was adapted by the Management Committee of Doohamlet Community & Resource Centre on 1st July 2020.