

Corona Virus - GCH Reopening Plan

As per the Government's guidance and the plans and policies we had at the outbreak of the pandemic, Gateshead Clubhouse requires an agreed approach as to how to best operate in the reopening of the Clubhouse as the pandemic continues but the public expects us to reopen. To begin with we will not be able to return to a full service offering to all of our membership, but instead look to provide as much of a service to as many of those who need it - without causing any significant risks to either Users, Members, Trustees or Reps. Whilst we are not a Health Service we do have a duty of care towards all members and they look to the Clubhouse for guidance on all matters – including the avoidance of the Coronavirus. To mirror the Government's advice we too have broken down the reopening of the Clubhouse into different stages - bearing in mind the physical and mental health of all of our members at all times. We will not rush to reopen - simply to appease those who have been on lock down, but will take a staggered approach moving from one step to the next only on proven advice that it is safe to do so.

We need a plan which is:

- **Zonal** - Considers all areas of the Clubhouse and what actions/precautions are required where
- **Communication** - how we get the word out about what is going on, who needs to be told what and how we keep in touch with members throughout the reopening
- **Personal** - Puts an onus on the Members/Reps as to how to what is expected from them and what responsibilities they have
- **Activities** - What is and isn't allowed and how it should be managed and by whom - this includes the kitchen
- **Cleaning** - ensuring that the Clubhouse is continually cleaned to reduce the potential spread of any disease
- **Emergencies** - What happens if anything goes wrong and what action needs to be taken

This plan needs to be generated by the Coronavirus sub-committee (CVSC) and agreed by all Trustees as a matter of urgency.

Zonal

Requirement: we need to manage all zones of the Clubhouse to ensure that there is as much social distancing occurring as possible

This needs to include:

- Toilets - within the Gents toilet there will be one urinal in use and the other needs taping up. Within the ladies there should be only one stall in use and the other two need to be taped up. This needs to be actioned before opening and monitored to the end of each session.
- Main room - we need to put floor spaces at potential queuing areas which show to people how far apart the distance of two metres is. We will need to tape up certain chairs within each settees so that sofas only present one seat available - out of a potential three - and these should be the seat furthest away from other seats.
- Dining Area - there should be only 3 tables used for the dining area, each with only one chair and each 2 metres apart.
- Activity areas - all excess chairs should be removed leaving only a few seats each spaced two or more meters apart. The pool table will remain covered and remain out of order for the foreseeable future.

Communication

Requirement: We need to inform members of when we are reopening, what is to be expected and what is expected from each of them.

This needs to include:

- The fact that we will have a maximum number of people allowed on site and may turn people away once we have hit that number
- Messages through social media, website and email explaining the situation and recommending that people call ahead turning up
- Telling people about the required temperature checks taking place and reminding them that if they are sick or have come into contact with the sickness then to stay away from The Clubhouse
- Posters around the toilets reminding people the best way to wash their hands
- Floor markings and other publications with regards to the two metre social distancing rules
- A small newsletter which succinctly tells all members what additional steps are being taken.

Personal

Requirement: There are some activities/things that we will need members to do themselves - to play an active role in keeping the Clubhouse a safe place to be.

These include:

- Informing us if they have had or have come into contact with the virus at any point.
- Keeping up with the expected cleanliness regime especially around washing their hands after using the toilet.
- Maintaining the social distancing spaces/rules.
- Offering their help as and when required.
- Not turning up everyday and expecting to be let in, despite length of service.

Activities

Requirement: At this time we will be running as few activities as possible as we will not be having external third parties come in - however, we cannot expect members to come along and do nothing so it may be that some activities take place on a more adhoc basis.

This needs to include:

- There will be nothing going on kitchen-wise
- At some point we may move to cold sandwiches and a cafe light solution but not as of immediate opening
- Anyone who is making a cup of tea can only do so for themselves unless they are in a social bubble

Cleaning

Requirement: Areas will need to be kept clean as often as possible. In addition to this people need to be kept clean as much as possible

This needs to include:

- Signage in the bathrooms with regards to washing the hands properly
- Continual reminders as to how and when to wash hands safely and to cleanse using gels
- Surfaces and chairs to be cleaned down as much as possible once one person vacates their seats/sitting area.

Emergencies

Requirement: Should we have an instance of a member taking ill - and them having been at The Clubhouse we will be required to take additional action as quickly as possible.

This needs to include:

- The person with the illness attending hospital ASAP
- All members and reps who were present at the time of the sick party being at the clubhouse to be kept away from the Clubhouse and monitored for a period of at least seven days
- It may be the case that should there be a large number of Reps forced to quarantine the Clubhouse may need to shut down temporarily due to lack of Reps; this also requires the communication to be made to all (non-rep) members - this is why it is so important to stress to members that if they are ill, or have come into contact with the illness, to stay away from the Clubhouse.