



# COVID 19 Policy

## at The Vault

(v1 March 2021)

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This Policy is using the GOV UK guidance of March 2021 and the BG Guidance June 2020

## **Background**

The risk of coronavirus (COVID-19) infection depends on many factors, including:

- the type of surface contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

COVID-19 spreads from person to person through small droplets, aerosols and through direct contact. Surfaces and belongings can also be contaminated with COVID-19 when people with the infection cough or sneeze or touch them. The risk of spread is greatest when people are close to each other, especially in poorly ventilated indoor spaces and when people spend a lot of time together in the same room.

Social distancing, washing your hands regularly, good respiratory hygiene (using and disposing of tissues), cleaning surfaces and keeping indoor spaces well ventilated are the most important ways to reduce the spread of COVID-19.

Increased frequency of cleaning of general room surfaces reduces the presence of the virus and the risk of contact.

## **Procedure for using The Vault**

There will be a video on our website of the process of entering the building to attend a class.

An email will be sent to all members explaining the process

The COVID helpers (minimum of 3 each session) will be wearing a face mask, and standing 2 meters away from anyone

## **Arrival**

People will queue up outside the building on the right hand side against the cones on the floor which are 2 meters apart. Whilst they are waiting to scan the NHS QR scanner.

If they are not able to use the NHS QR scanner, there is a form to add their details to. This form will be kept for 21 days before being destroyed.

At the door, a COVID helper, wearing a visor, will ask their name to check off the register, and another COVID helper will take their temperature. Ask if they have used the QR scanner.

If the temperature shows **RED** and a raised temperature, the member will NOT be allowed in the building. They are advised to go for a test. A note will be made against their record that we need to see a clear COVID test result before they are allowed to attend again.

If the temperature is **GREEN**, the parent will remain outside, and the member will enter the building. Another COVID helper will call them to the sanitizing station and direct the member to put their shoes on a particular coloured piece of paper.. Another COVID helper will be standing by the paper to for the member to sanitize the feet.

Coach will be standing in the open doorway, to direct the member into the gym to stand on a coloured spot on the floor, All spots are 2 meters apart.

### **Using the toilet during a session**

The member uses the back gym exit door to use the toilet. When they enter the gym again, their hands are sanitised.

A COVID helper sprays the toilet and hand basin and handles

### **Moving to the next piece of apparatus**

The members hands are sanitised and they are directed to a spot to stand on to wait their turn. There will be boxes with masks, sanitiser, anti bac, gloves etc all around the gyms to be used

### **Departure**

At the end of the session, the members line up, socially distancing, and are led through the exit door, down the corridor to collect their shoes. They then line up and a COVID helper stands at the door asking for each member in turn to meet them at the door.

If there is a class starting and a class finishing at the same time, there will be a barrier at the door. One side is entrance and the other side is exit

## **General cleaning and disinfection**

### **Personal protective equipment (PPE)**

It is not compulsory for coaches to wear face masks. They must adhere to the 2 meter rule. Hand sanitizer must be used after each class and before the next class.

### **Cleaning and disinfection**

Regular cleaning plays a vital role in limiting the transmission of COVID-19. See all the details in the Cleaning Procedures.

Reducing clutter and removing difficult to clean items will make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.

As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens. When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.

### **Lost Property**

Items left behind will be carefully bagged, being careful not to contaminate the outside of the bag. The bag tied up and labelled with the date and time and detail of the item. The person dealing with this will wear gloves.

### **Kitchens and cafe**

It is very unlikely that COVID-19 is transmitted through food. However, anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. Crockery and eating utensils should not be shared. Clean frequently touched surfaces regularly. Liquid soap and paper towels to be used for hand washing.

### **Toilets**

Clean frequently touched surfaces regularly. Hand washing facilities are available including running water, liquid soap and hand dryers.

## **Furniture, ironmongery, switches etc**

All areas that can be touched in The Vault will be cleaned regularly in accordance with Cleaning Procedures.

## **Guidance about cleaning after a symptomatic person**

### **Personal protective equipment (PPE)**

The minimum PPE to be worn for cleaning an area after a person with symptoms of COVID-19, or confirmed COVID-19, has left the setting, is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.

### **Cleaning and disinfection**

Public areas where a symptomatic person has passed through and spent minimal time, but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, in corridors.

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.

Use one of the options below:

- a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) or
- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.

Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.

### **Lost Property**

Items left behind will be carefully bagged, being careful not to contaminate the outside of the bag. The bag tied up and labelled with the date and time and detail of the item. The person

dealing with this will wear gloves. This bag will be placed in the electrical cupboard for at least 72 hours before disposal in the waste.

## **Laundry**

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

## **Waste**

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):

- Should be put in a plastic rubbish bag and tied.
- The plastic bag should then be placed in a second bin bag and tied.

This waste will be stored in the lockable electrical cupboard and kept away from children for at least 72 hours before it goes into the household waste.

## **Reporting**

If we receive a report of a member of The Vault has COVID 19, an email is sent to anyone who has been in the same class as the member including staff to keep an eye out for any symptoms.