**VICARS COURT & COVID-19**

COVID-19 has been declared a worldwide pandemic by the World Health Organistion. COVID-19 is contagious. The Government & public health authorities recommend practicing social distancing.

Allerton Bywater Community Partnership ( Vicars Court) has put in place preventative measures to help reduce the spread of COVID-19 and we are doing our best to keep our staff and customers safe.

**MEASURES WE HAVE TAKEN AND WILL CONTINUE TO TAKE**

* On arrival all staff must wash their hands immediately before starting work and use hand sanitizer
* We encourage visitors on arrival to wash their hands or use the hand sanitizer which is available throughout the building
* Display signs showing the six simple steps to help reduce the spread
* Display signs explaining not to enter if you have symptoms
* Catch it bin it kill it signs
* Social distancing reminder signs
* Guidance leaflets sent out to all users prior to booking
* Risk assessments completed by group organizers ensuring the safety of their event or meeting
* Tissues available in all meeting rooms
* Remind all staff and all meeting organizers about the guidelines, verbally and written
* Any staff showing any symptoms are asked to have a test and self isolate and not come into work
* Customers who are unwell are asked to politely not come to the premises
* Social distancing zone signs for toilet areas, reception areas and corridors
* No hand shake policy
* Increased cleaning in any high contact areas of the premises such as door handles, reception desk, toilets
* Increased cleaning after use of each meeting room and evening sanitizing in each meeting room
* Disposable paper towels in the toilet area
* Sanitizer spray in the toilet area
* Risk assessment for staff

**Thank you**

**Allerton Bywater Community Partnership , Vicars Court**