



COVID Unlock Guidelines – 23 July 2020

PLEASE NOTE – THE GOVERNMENT GUIDELINES ARE CONSTANTLY BEING UPDATED. TO FIND THE LATEST GOVERNMENT INFORMATION LOOK AT www.gov.uk

This guide is designed to help clubs make decisions on how to resume meetings once the Government allows. The suggestions are designed help you think of all things you will need to consider when re-opening your club after the lockdown is eased but does not offer specific solutions. Not all clubs operate in the same way so some of the suggestions will not apply to you and there may be things that we have left out, but we hope that it will give you something to start with.

This guide will be updated when appropriate.

VENUE

When is it opening? Is it allowing club meetings?

How many people can it accommodate with social distancing? Is parking allowed?

Does it have a cleaning regime – do they do it or you and if it's you what standard are they expecting?

Toilets – is the toilet area big enough to allow several people in or will it have to be one in/one out? How will you manage that?

Will you be allowed to use the kitchen for refreshments?

If the venue has air conditioning units check what type they are. If they are the type that re-circulates the air within the hall then DO NOT have them turned on. If they take in air from outside then DO use them.

COMMITTEE MEETINGS

Should you provide hand sanitiser? Are masks necessary?

Will you have to arrange tables to accommodate social distancing?

How will you manage sharing paperwork?

Will you be able to make coffee? Consider paper cups. Who will do the cleaning?



DEMONSTRATORS

Are they still working? Are they prepared to travel?

Can they get flowers and is the flower allowance still appropriate?

Is appropriate parking available? Do they want help to load and unload their car?
Will you need masks for this?

Is the stage and backstage area clean and suitable for social distancing?

Can the microphone be cleaned properly?

Do they require refreshments and how will you manage that? Paper cups?

CLUB MEETINGS

How many members are you expecting at your first meeting? Do you have a minimum that it's worth doing it for or a maximum that you can accommodate?

If members are reluctant to come back ask them what measures you can take to make them feel safe.

Who puts chairs out? How far apart should they be? Do they need cleaning after?

If possible have the doors and windows open during the meeting.

Should members queue to get in to control social distancing? Do you have 2 entrances to make it quicker?

Do you have stairs in your venue? Consider making members keep to the left and refrain from talking and lingering on them.

Are your members expected to wear masks? Will you provide them or if you ask them to bring their own what will you do if someone forgets theirs?

Consider putting hand sanitiser at the entrance, on the signing in table, on the raffle ticket table, on the Flower Arranger table and on the sales table.

Get members to sign in so that you have a record of who is there, and ensure you take the name and phone number of guests. If a member develops symptoms of the virus after the meeting they should contact the NHS Test and Trace service. Be aware that the Trace Service will ask you for the details of all who were at the meeting and this should be pointed out to everyone when they sign in.

Consider having a dedicated person to monitor and remind members about social distancing or make signs to be put around the hall reminding everyone.

Will you sell raffle tickets? How will you manage that with social distancing?



If you have leaflets/magazines let members pick up their own. Hand sanitiser?

Do you have a sales table? How will you manage handling of items and money exchange? Hand sanitiser?

If you usually provide refreshments and you are allowed to use the kitchen, how will you manage handling the cups and getting members to pick up their drinks? Who will wash up and clean the kitchen? Consider paper cups.

How will you manage everyone leaving at the same time? Two exits would help.

CLEANING

If your venue requires you to do the cleaning do they want you to do it before and/or after your meeting? Who will bring the cleaning equipment? How thorough does the venue want you to be and what cleaning solution do they want you to use? Will they provide it?

If members have used hand sanitiser before entering the hall then you may not need to clean everything but should consider how much the following items have been touched: doors, chairs, tables, light switches, toilets, taps, door handles, kettles, cups and saucers, back stage, microphones, stage lights and switches.

If you need clarification or help please contact Maureen Preston by email:

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