

Hirers are responsible for ensuring they are familiar with this guidance and for implementing it with their clients and attendees.

Hirers must:

- Ensure their attendees comply with Government guidance for Community Centres by wearing a face covering whilst anywhere in the building, **EXCEPT** during participation in physical activity (dance, fitness, yoga, etc), or if the attendee holds a valid exemption
- Ensure their attendees wear face covering in all communal areas such as toilets, corridors and lobbies. This applies to all attendees (even those attending to participate in physical activity), **EXCEPT** for attendees holding a valid exemption
- Check with their professional body, industry association or similar competent organisation to identify the minimum amount of space per person required for their particular type of activity
- Adhere to their industry's recommended minimum space per person requirements, and based on that requirement ensure they do not exceed the maximum COVID-safe occupancy levels of their room
 - For example, if the fitness industry were to recommend participants have 9 square metres of space for a COVID-safe aerobics session, and your room has an area of 300 square metres, you could have 33 participants in the room, including yourself
- In the absence of industry-specific guidance ensure attendees observe the 2-metre social distancing rule. Where 2 metres is not practical, the 1-metre + face coverings rule must be followed
- Maximise ventilation by opening windows, and external doors if safe to do so
- Explain to attendees that the building is zoned to separate groups of users and ask them not to leave the zone in which their room is (except in an emergency). All zones have their own designated entrance/exit and toilet blocks. Attendees should not use facilities from other zones
- Remind attendees to wash/sanitise their hands regularly and as necessary and encourage them to bring and use their own hand sanitiser and tissues
- Suspend or modify activities that are not permitted or cannot be undertaken without contravening social distancing guidelines
- Advise attendees to take particular care to exercise social distancing when using the entrance, exit and designated toilet blocks – especially in the corridors and lobby areas

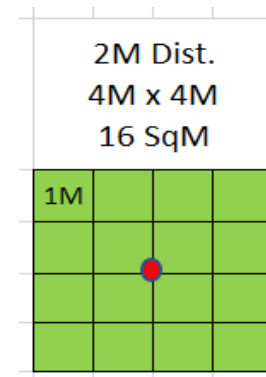
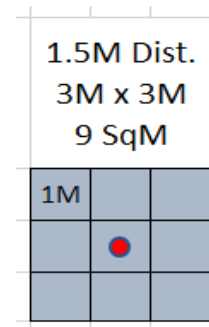
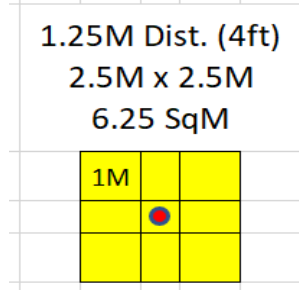
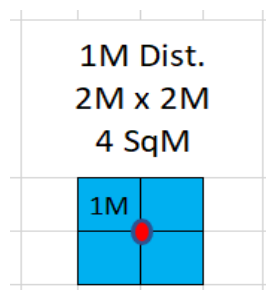
- Manage the arrival and departure of attendees in an orderly fashion that minimises contact or crowding
- If children will be attending and participating, implement the following extra precautions and make parents/careers aware of them before the session:
 - Parents/careers of children attending should not enter the building or wait in the room, lobby or anywhere else **unless they are directly supervising their child**. Only one parent/career may supervise per child. Parents/careers inside the building for any other reason will cause congestion and crowding. Waiting in their cars is an alternative
 - Arrival: The hirer must make arrangements to safely meet or direct any unsupervised child attendees from the zone's designated building entrance to the activity room
 - Departure: The hirer must make arrangements for any unsupervised child attendees to be safely collected by a parent/career at the zone's designated building exit (The exit is usually the same door as the entrance – except in the Beryl Reed Sports Hall)
- If using the Beryl Reed Sports Hall (Blue Zone), advise attendees to enter the by the rear car park entrance and exit via the side fire exit directly from the sports hall
- Inform attendees in advance that changing rooms will be closed. If particular kit or clothing is required for an activity, the hirer must advise attendees in advance that they cannot get changed in the Centre. Instead attendees must arrive and leave in the appropriate clothing
- Inform attendees in advance that kitchens will be closed, and water dispensers removed. Attendees may bring their own drinks bottles. No food is to be consumed on the premises
- Avoid using shared objects e.g. towels, weights, rackets, balls, scoring equipment, sports clothing that can't be cleaned or sanitised between users
- Keep contact details of their attendees for 21 days (track and trace)
- Remind attendees who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines
- Ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes - but is not limited to - refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult
- Advise the Council of any users with access requirements. Every effort will be made to implement any reasonable adjustments required to accommodate the user

Sprowston Diamond Centre

COVID-Secure Room Capacities

Aug-20

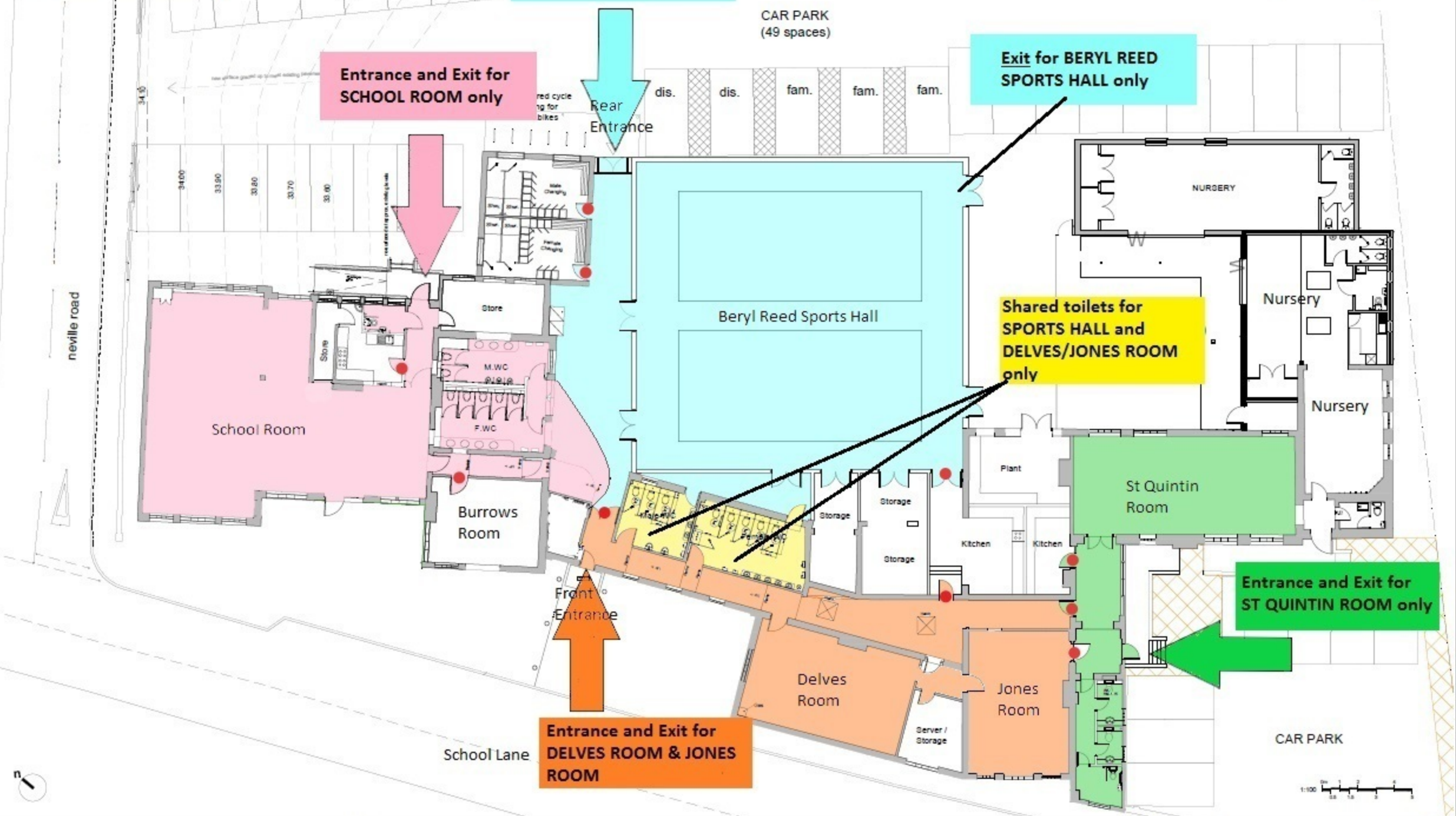
From 8th August Government restrictions require Community Centre users to wear a face covering, unless they have a valid exemption or are taking part in physical activity



	Room Measurements (approx.)			Social Dist. of 1M plus	Social Dist. of 1.25M	Social Dist. of 1.5M	Social Distance of 2M
	Length M	Width M	Sq. Metres	4 SqM per person	6.25 SqM per person	9 SqM per person	16 SqM per person
Delves Room	8.7	5.2	45.24	11	7	5	3
Jones Room	7.7	5.2	40.04	10	6	4	3
St Quintin Room	12.2	5.1	62.22	16	10	7	4
Beryl Reed*	17	18	306	77	49	34	19
School Room*	-	-	122.88	31	20	14	8

* Sessions involving physical activity (e.g.: Exercise, dance, etc) must maximise fresh air ventilation by opening windows and external doors wherever possible. Hirers are responsible for identifying and following the appropriate Social Distancing guidance applicable to their type of activity.

Sprowston Diamond Centre COVID secure building zoning



NOTES
Do not scale from this drawing, use figured dimensions only.

Sprowston Town Council
Sprowston Diamond Centre - Sports Hall Extension