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All building users must follow this guidance

Many COVID restrictions currently in force at the Sprowston Diamond Centre will cease to apply on the 19th July. Others will remain for now, or change slightly as set out below:

Face coverings – Face coverings are no longer required by law, but we ask that all users consider wearing one inside the building out of courtesy to others.

Social Distancing – Social distancing will no longer be required. Users may choose to observe some degree of social distancing out of consideration for other users.

Ventilation – Rooms must continue to be ventilated as much as possible by opening windows, and if safe to do so, external doors. If you open an external door, please ensure you close it securely when finished.

Hand Sanitiser – Hands must continue to be washed/sanitised regularly. Sanitiser is provided upon entry but please also bring and use your own sanitiser as required

Building Zoning – Building Zoning will remain in effect. Users should be aware that:

- Each room is inside a specific colour-coded building zone (see maps displayed around the centre). Users should not cross into other zones
- Each zone has one specified entrance door (which is usually also the exit door) Users must only enter and exit the building via the door associated with their room's zone (except in an emergency)
- Each zone has a specified toilet block and Kitchen. Users must only use the toilets and kitchen associated with their room's zone

Kitchens – Kitchens will be open and food may be consumed on the premises. Additional cleaning materials will be provided for users to clean up and disinfect the kitchen after use. Please note that some kitchens are shared between several rooms. Water dispensers will not be reinstated yet.

Changing Rooms – The changing rooms will be available for users of the Beryl Reed Sports Hall only.

Test and Trace – All users must check-in using the NHS Test and Trace app and QR codes displayed around the building, or provide their name and contact details to the organiser of their activity.

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Additional responsibilities for hirers and/or organisers

This guidance must be read in conjunction with page 1

Test and Trace – Organisers/hirers must ensure all of their attendees check-in using the NHS QR code or provide their contact details. Any contact details given to organisers/hirers in this way must be stored securely and confidentially for 21 days and provided to the NHS or Council upon request.

Room Capacities and Social Distancing – Room capacities will revert to their pre-COVID size. Social distancing will no longer be required. Activity organisers should check with their professional body, industry association or similar competent authority to identify any COVID-related restrictions or recommendations that remain in place for their particular type of activity.

Children and Activities – If children will be attending and participating, hirers must **make parents/carers aware of the following restrictions before the session**:

- Parents/carers of children attending should not enter the building or wait in the lobby, corridor or anywhere else **unless they are directly supervising their child**. Waiting in the car park is an alternative
- Arrival: The hirer must make parents/carers aware that they should drop-off their children at their building zone's designated entrance door (without coming inside themselves). The hirer must meet or safely direct any such child attendees from their building zone's designated entrance door to the activity room
- Departure: The hirer must make arrangements for any child attendees to be safely collected by a parent/carer outside 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), hirers must advise attendees to enter by the rear car park entrance and exit via the side fire exit directly from the sports hall

Users with access requirements – Please advise the Council of any users with access requirements. Every effort will be made to implement any reasonable adjustments required to accommodate the user.