



# SUDLEY AREA RESIDENTS' ASSOCIATION

*A charitable incorporated organisation, charity number: 1190529*

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## ***Sudley Area Residents' Association (SARA) COVID-19 Secure Procedures***

Version: 1.13

Date: 22<sup>nd</sup> February 2022

Version Control:

<b>Version</b>	<b>Notes</b>	<b>Date</b>
1.1	Original Document	26 <sup>th</sup> July 2020
1.2	Additional items added to procedures and risk assessment for trustees' review	2 <sup>nd</sup> August 2020
1.3	Updates following trustees' meeting	5 <sup>th</sup> August 2020
1.4	Update following new requirements re: face coverings in Community Centres	8 <sup>th</sup> August 2020
1.5	Final version approved for circulation to session leaders	2 <sup>nd</sup> Sept 2020
1.6	Amended to reflect changes to rules on social gathering	10 <sup>th</sup> Sept 2020
1.7	Amended section 7 (Register) to reflect QR codes for venue check-in and amended section 14 (Social gathering exemptions) to reflect updated guidance, section renamed permitted activities / social gathering exemptions	5 <sup>th</sup> Jan 2021
1.8	Amended title and contents of section 7 in line with Government guidance; amended section 9 to reinstate kitchen facilities, added kitchen area to all cleaning sections and removed individual session information relating to chairs and tables in section 13.	14 <sup>th</sup> April 2021
1.9	Revised document in line with Government COVID-19 Response: Summer 2021. Circulated 12 <sup>th</sup> July 2021 with changes effective from <b>19<sup>th</sup> July 2021</b> .	5 <sup>th</sup> July 2021
1.10	Reintroduction of mandatory face coverings unless the individual is exempt or the individual	8 <sup>th</sup> December 2021

	is undertaking an exempt activity. Circulated 9 <sup>th</sup> December 2021 with changes effective from <b>10<sup>th</sup> December 2021</b> .	
1.11	Face coverings are no longer required by law in any setting. Public health guidance will remain in place, suggesting individuals should continue to wear a face covering in crowded and enclosed spaces, where you may come into contact with people you do not normally meet. Circulated 22 <sup>nd</sup> January 2022 with changes effective from <b>27<sup>th</sup> January 2022</b> . CO2 Monitor installed – see section 4.	22 <sup>nd</sup> January 2022
1.12	CO2 Monitor removed as identified too sensitive. Request for session leaders to keep windows open during sessions reiterated.	26 <sup>th</sup> January 2022
1.13	Revised document following ‘Living with COVID’ plan effective from <b>24<sup>th</sup> February 2022</b> .	21 <sup>st</sup> February 2022

Versions 1.1 to 1.8 of this document were prepared in line with Government guidance first published on 30<sup>th</sup> June 2020. The document has been reviewed and revised as the guidance on multi-purpose community facilities has been updated.

The guidance can be found at: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

Version 1.9 of this document has been prepared in line with Government guidance ‘COVID-19 Response: Summer 2021’.

The guidance can be found at: <https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap>

Version 1.10 of this document has been prepared in line with the ‘Plan B’ announcement on Wednesday 8<sup>th</sup> December 2021.

Version 1.11 of this document has been prepared following ‘return to Plan A’ announcement on Wednesday 19<sup>th</sup> January 2022.

Version 1.13 of this document has been prepared in light of the ‘Living with COVID’ plan announcement on 21<sup>st</sup> February 2022.

The purpose of this document is to identify the procedures that SARA expects to be followed by everyone entering the building. **This document is referred to in our hire agreement and session leaders are responsible for ensuring compliance with these COVID-19 Secure Procedures.**

If revisions are made to this document, session leaders will be emailed a revised version and asked to confirm receipt. It will be assumed by confirming receipt, that session leaders are agreeable to any changes before their next session takes place.

**Following the 'Living with COVID' announcement made by the Prime Minister on Monday 21<sup>st</sup> February 2022, our COVID-19 Secure Procedures have been revised as below and are effective from Thursday 24<sup>th</sup> February 2022.**

1. Anyone testing positive with COVID-19 or anyone with COVID-19 symptoms must not enter SARA Hall.
2. SARA Hall should be kept well ventilated during all sessions; opening doors and windows even for a short period can help to refresh the air and reduce COVID-19 particles. (Note: wall vents are fixed in the open position)
3. Clean surfaces that people touch regularly (The provision of blue cleaning roll and surface sprays will continue)
4. Clean hands regularly (handwash and paper towels are available in the two cloakrooms and the provision of hand sanitiser will continue)
5. The one-way system for entering and exiting the building is encouraged where practical to do so.

Notes: -

The NO ENTRY signs on the Rundle Road door are removed.

The NHS QR code venue posters will remain if the service remains operational.

Posters encouraging the use of face coverings in crowded and enclosed spaces will remain.