

WELCOME BACK TO RANMOOR PARISH CENTRE.

The Centre will re-open to the public on Monday 7th September 2020.

You will see some changes when you come back and we want to make sure you know that the safety of using the centre is very important to us.

This list of changes accompanies the risk assessment.

One Way System

The centre is one way in through the front door and exit is through the fire doors at the bottom of the corridor near the garden room.

Entry and Exit Doors

The front door is only for entry to the building.

The fire door is the Exit Door

Kitchen

The kitchen is out of bounds for the time being – we will constantly review this and advise on any change.

Toilets

Toilets for rooms 1 & 2 users is the disabled toilet.

Toilets for the Garden room are the 2 at the bottom of the corridor.

The Annexe has its own facilities.

Staff will use the disabled toilet.

Number of people allowed in each room

The number of people in each room with 2m social distance is:

- Room 1 -9 people
- Room 2 -8 people
- Garden Room -10 people
- Annexe -10 people
- Office -3 people

Corridor space

The corridor is not for socialising or waiting in. It is one way and we ask that parents waiting for children using the centre wait outside.

The corridor should not be waited in if you are early.

Face Masks

We ask that face masks be worn in public areas. Individual group leaders determine if masks be worn during sessions

Cleaning

We will clean after each user. There is a cleaning station in each room, should you need to clean before or during your session.

Office is not open to the public

The office is not open to the public. During office hours, the door will be open, however people are not permitted to come into the office. This is for the protection of our staff and colleagues.

Track and Trace

If you are in the Parish Centre for more than 15 minutes we are required to keep your details for the governments track and trace. Individual group leaders have this responsibility if someone is attending their group hire.

Windows

We ask that windows are kept open to allow for air flow at all times.

One of users

Note that the centre is not open to one of hire at the moment.

It is open only to regular users.

Leaflets and Marketing Material

Leaflets and marketing material should not be left out as we cannot guarantee safety.

The notice boards can display posters, but please do not leave leaflets out.

Let us know when you are coming back

If you are not able to return to the centre we might let the space out as a temporary measure to another user. We do appreciate your business as regular users over the years and we will try to accommodate you as best we can when you return.

Feedback

Please let us know if you have any feedback.

We will aim to get things right first time.

Many Thanks, The Ranmoor Parish Centre Staff and Trustees.