

# MUDEFORD WOOD COMMUNITY CENTRE

*Something for Everyone*

## **Covid-19 One-Way-System and Centre Usage Guidance Notes**

### **1. Entering the building**

You must enter the building through the front door and wear a face mask.

During the day, you will need to ring the bell to gain entry.

In the evening, session leaders will have an electronic pass to enable their customers to enter.

If you need to speak to the office team, you must stay behind the rope at the office door. Follow the ONE WAY SYSTEM as advised below and shown on the map.

### **2. Kitchen**

The kitchen is **CLOSED**. You must bring your own drink if needed.

### **3. Corridors**

You must follow the one-way system in corridors

If necessary, you must exit through the fire exits and re-enter the building through the front door.

Facemasks must be worn in these areas at all times.

### **4. Main Hall**

You must enter the main hall through Room 1.

Facemask usage will be guided by your session leader

Only the group leader should enter the store room if equipment is needed, numbers must be limited in these areas

You must exit the room through the fire door, following the one-way system

If you need to speak to an office volunteer, you must exit through the fire door and re-enter through the main front doors.

Each room will have a designated set of tables, chairs and/or equipment. This must remain in the room at all times. No additional furniture should be brought in from other rooms, you must stay in your room only.

### **5. Room 2**

You must enter Room 2 through the main door, following the one-way system, turning right through the double doors before room 1.

Facemask usage will be guided by your session leader

You must exit the room through the fire door, following the one-way system

If you need to speak to an office volunteer, you must exit through the fire door and re-enter through the main front doors.

Each room will have a designated set of tables, chairs and/or equipment. This must remain in the room at all times. No additional furniture should be brought in from other rooms, you must stay in your room only

#### **6. Room 3**

You must enter Room 3 through the main door and follow the one-way system through the double doors to the right of room 1 down to the doors of room 3.

Facemask usage will be guided by your session leader

You should use the toilet for the disabled in Room 3 to avoid using the main toilets where possible.

You must exit the room through the fire doors off room 3. Please note, there is no re-access to room 3 from the vestibule.

If you need to speak to an office volunteer, you must exit through the fire door and re-enter through the main front doors.

Each room will have a designated set of tables, chairs and/or equipment. This must remain in the room at all times. No additional furniture should be brought in from other rooms, you must stay in your room only

Room 3 outside space is for Pre-school use only, you may not use this area

#### **7. Toilets**

You must access the toilets following the one-way-system

Toilets are for Centre users only

Only one person may use the toilet at a time. Locks have been installed on the back of the entry door. If it is locked, please wait a safe distance away.

Face masks must be worn when in the corridors and toilets

Please remember the area outside the toilets is the only two-way-system in the building, enabling return to the room in which you are holding the session. You must keep a safe distance, at least 1 m, when in the corridor.

#### **8. All-Weather Pitch (AWP)**

The gate must remain open at all times, only the group leader may open the gate

Please refer to the guidance in the 'Toilets', 'Corridors' and 'Entering the building' sections for using the toilets.

Please remember to keep a safe distance when accessing the AWP

#### **9. Exiting the building**

You must exit the building through a fire door, following the one-way-system

When the last person has vacated the room, please ensure the fire doors are closed properly

**In case of fire or evacuation please disregard this guidance and safely make your way to the nearest exit**