

Covid 19 Return Log

Action Plan



Proposed Commencement Date: Tues 8 Sept, 2020 (online)

Review Date:

Project: WOW Compilation

Completed by: Alan McKeachan

Date:

Planning for restart & managing risk	Managing leaders and volunteers	Protecting those at higher risk	Social Distancing	Managing break out spaces / common areas	Cleanliness & hygiene	Communication	Action/ By Whom	✓
		Online survey to Identify those at higher risk				Outline of plan to restart posted on social media & website.	Alan	✓
Arrange fixed group bubbles	Consult on draft plan to return. Consult MD on remote working.						Alan / Jane / Martine / Sam	✓
Schedule groups to prevent mixing For split sessions, allow changeover time between groups	Match each group with fixed chaperone	check control measures meet their needs. Make clear that taking part is optional for them.	Single chaperone based in Green Room.	Green room & Kitchen closed to members.		Share clear guidance on new procedures. Members bring own filled water bottle & plastic box to hold personal items.	Alan / Zoe	
Prepare WOW hall layout for restart			Add floor markings to define individual work areas.	Mark up any areas with tape that are not to be used	Clear rehearsal room and surfaces of all materials not needed for sessions	Put up signs to direct members upstairs on arrival		
All sanitise hands on entering & leaving					Order/install hand sanitising stations	Put up signs advising importance of hand washing / hygiene	Jane	
Site professionally cleaned before restart					Arrange new cleaning routine.		Jane	
Planning for restart & managing risk	Managing leaders and volunteers	Protecting those at higher risk	Social Distancing	Managing break out spaces / common areas	Cleanliness & hygiene	Communication	Action/ By Whom	✓
Regular cleaning of surfaces regularly touched				Fabric chairs put away or taken out of use.	Cleanser available to disinfect surfaces and		Duty chaperone / Group leader/ cleaner	

					touchpoints (Jane / Zoe)			
Single toilet available upstairs.			Members wait in rehearsal space to use toilet.		Ensure toilets equipped with soap and hand towels		Jane / Duty Chaperone	
Order PPE for first aid: facemask, apron, gloves & CPR Face shields			Self-treatment of minor injuries (e.g. cleaning or a plaster). Treat side-to-side rather than face-on.				Zoe / First Aiders / All users	
Order screen(s) for when group music resumes								
Maximise ventilation of room(s)				Check ease of opening of windows (top & bottom sash)				
Consult all on COVID-19 Risk Assessment			Trustee meetings held remotely.			Risk Assessment signed off by Trustees	Alan Trustees	
Ensure all fully understand what is required of them			Parents do not enter building for drop off and pick up.			Summary of expectations published.	Alan	
						Display COVID-19 Secure Notice	Alan	