



Holywell Community Centre
Tolpits Lane
Watford
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01923 216951
Charity reg. 1180955

HIT Venue Participant, Carer, Parent Procedures 2023

What we would like you to do

- Please take a LFD or PCR test if you feel unwell, have been in contact with someone with Covid or suspect you may have. **Whilst it is no longer a legal requirement, we are asking any participants who test positive for covid to please not attend the session until they have taken two negative tests/isolated for 10 days**
- Please wash participant's hands before leaving home. You may still sanitise your hands on arrival. Washing/sanitising hands will be encouraged after the session has finished. Participants are encouraged to wash their hands once back at home.
- We will provide PPE (masks, visors, gloves, sanitiser) and any participant is welcome to use this if they would like. Please let the team know.
- Participant's drink needs to be in a clearly labelled bottle. Only ONE snack per participant is permissible, this needs to be clearly labelled.
- Please DO NOT bring anything other than a drink and one snack to the session. Coats will be permissible in colder weather but no bags.
- Washing/sanitizing hands will be encouraged before snack break.
- Any inhalers or medicine which might be required during the session needs to be brought in a clear plastic labelled bag, and handed straight to a member of staff.
- Please bring a packet of sealed tissues to each session
- ONLY parents and carers who are required for medical purposes are able to remain during the session. This will need to be agreed at the time of booking, as it will affect our participant numbers for the session.
- Sneezing or coughing during the session needs to be collected in the participants own tissue, and disposed of straight away in the bin. They will be asked to wash their hands afterwards.
- Be sensitive to others particularly with individual anxieties around physical contact/cleanliness and be mindful of other participants who may be more vulnerable to Covid-19
- Please familiarise yourselves with and follow government guidelines
- If you need support with anxieties or concerns please speak to the Workshop and Welfare Coordinator as soon as possible

What we will be doing

- All staff and volunteers are provided with PPE equipment.
- Create posters and signs to remind participants
- Create Easy Read versions of all of our new information
- Masks, gloves and tissues will be available for participants if necessary
- Sanitizing equipment before and after use. Wearing gloves or hand sanitising participants hands after using/sharing any equipment.
- Disposing of any rubbish, gloves and PPE in a sensible and clean manner
- Encouraging support and understanding of any staff, volunteers or participants who have anxieties
- If a participant, facilitator or volunteer tests positive, they will be asked to stay away until they have taken two negative tests.
- All of our venues are following strict cleaning procedures before and after our sessions. We will assist this by wiping down any equipment used, spillages.

If there is a local or national lockdown we will revert to our online sessions at the same day and time (sessions will be reduced to 1 hour)