

HORSMONDEN SOCIAL CLUB

COVID-19 secure guidance for members

Updated – 24 September 2020

We ask that members follow this guidance and the instructions of our volunteers at all times. This guidance is designed to ensure the Club remains safe for everyone. It will be reviewed regularly to ensure compliance with up to date government guidance.

Members who fail to follow this guidance or ignore the instructions of our volunteers may be asked to leave the Club. Continued non-compliance may result in membership being terminated.

When shouldn't I come to the Club?

If you feel unwell, have Coronavirus symptoms, someone in your household (including your support bubble) has symptoms or you have been advised to self-isolate by NHS Test and Trace you should not visit the Club.

Should I wear a face mask?

FROM 24 SEPTEMBER: Members are required to wear a face masks at all times while not seated at a table or playing snooker, this includes entering, existing and making use of the toilets.

Opening hours and activities

FROM 24 SEPTEMBER: Subject to willing volunteers the Club will bar be open to members only on Friday 7-9.30pm, Saturday 6-9.30pm and Sunday 12-2pm. Membership cards will be checked on entry.

The snooker table is available for use during the opening hours above, subject to government restrictions (e.g. no more than two plays at any one time and no more than 6 people in the snooker room, socially distanced. Members must bring their own cues and maintain strict hygiene while playing, including cleaning the table edges and balls before and after use. Snooker balls will be available from the bar and must be returned, clean, after use). The snooker room doors must always be kept open to allow maximum ventilation.

Individual member bookings, including parties are not permitted in the Club. Groups/ organisations wishing to use the Club will need to complete their own COVID-Safe risk assessment, which will be reviewed and approved by the Club Committee, before use of the Club is permitted.

Use of the coffee machine and kitchen facilities, and any form of live entertainment are not permitted.

Introduction of one-way systems and increased hand sanitisation

Members will arrive via the main entry door and if the Club is busy please be aware volunteers may ask you to exit via the snooker room (signage is in place for this and outside lighting installed for dark evenings).

When arriving at the Club members should use the available hand sanitiser to clean your hands.

Where possible all doors that can be, will be *pinned back* / *hooked* open ensuring members touch the minimum number of surfaces when using the Club. Windows may be open to ensure that the indoor environment is as ventilated as possible.

Recording your details for NHS Test and Trace

Members are required to provide their contact details upon entry to the Club for NHS Test and Trace (from 24 September this may be done via the NHS Test and Trace App – full details and QR code for scanning are displayed throughout the Club). Failure to provide this information will result in volunteers being unable to serve you. These details will be made available to NHS Test and Trace should an infection be reported. In accordance with government rules details will be destroyed after 21 days.

A link to the privacy notice explaining how your data is handled as part of NHS Test and Trace is available on the Club website.

Meeting people from other households at the Club

Members must comply with current government restrictions on social distancing, only meeting up to 6 people (including your support bubble) when visiting the Club.

Reconfiguration of the Club and changes to capacity

The Club has been reconfigured to maintain social distancing. Members should not meet in groups, indoors or outdoors, of more than 6. The reconfiguration has reduced our capacity. When our capacity is reached, or all tables are in use (which ever happens sooner) members may be turned away or advised to queue outside. Please respect our volunteers if you're are asked to wait.

Revised procedures

We have put the following procedures in place to protect you and our volunteers:

- On arrival at the Club, having provided your details for NHS Test and Trace
- **FROM 24 SEPTEMBER:** Your Club will operate table service only. Drinks orders will be taken by our volunteers once you are seated and brought to your table
- Members should not stand at the bar unless placing/ collecting an order
- Members bringing children (only permitted on a Sunday lunchtime) will need to ensure they always remain at your table
- Payment should ideally be made, via contactless payment
- Empty glasses will be collected by our volunteers who will wash them after each use
- All drinks will be served in fresh glasses

Toilets

Members must wear a face mask while using the toilets. Member should make use of hand sanitiser when entering and ensure hands are washed thoroughly (minimum 20 seconds) before leaving. Social distancing should be maintained at all times while using the toilets

Increased cleaning

The Club will be subject to an increased cleaning regime by our cleaner. When groups/ organisations are using the Club arrangements will need to be included in the event/ activity risk assessment for cleaning before and after the event/ activity has taken place. In addition, while the Club bar is open:

- All surfaces behind the bar, including beer pumps, optics, till, WorldPay machine etc will be wiped down with antibacterial wipes/ spray regularly
- All chairs and tables will be cleaned thoroughly by our volunteers after they are vacated
- Our volunteers will either wear gloves or clean their hands regularly (for at least 20 seconds) and/or use hand sanitiser.

Document control

Version control	Version 1.6 24 September 2020
On behalf of the Committee	Chris Reed, Club Secretary, Licensee & Health & Safety Representative E secretary@horsmondenclub.org.uk
<i>This guidance has been created as a result of a COVID-19 secure risk assessment carried out by the Club Committee in July 2020 and reviewed in September 2020. If you have any questions about this guidance please contact a member of the Committee, or the Club Secretary.</i>	