



## **WELCOME TO COTTENHAM COMMUNITY CENTRE**

### **PLEASE HELP KEEP THIS BUILDING COVID-19 SECURE**

- 1. You must not enter if you or anyone in your household has any COVID-19 symptoms.** The main symptoms are a high temperature, a new & continuous cough or a loss or change to your sense of smell or taste.
- 2. Face coverings must be fitted before entering the premises** and kept in-place except where government guidance allows their removal, for example to eat or drink or to exercise. **Face Coverings may be removed once you are sat down at your allocated table in the Coffee Shop.**
- 3. Use the hand sanitiser provided** on entering the premises. Clean your hands often.
- 4. Maintain 2 metres social distancing as far as possible.** Follow all signage in-relation to distancing and direction of movement through the premises.
- 5. Take turns to use confined spaces such as corridors and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is considered low risk.
- 6. Avoid touching your face, nose, or eyes.** Clean your hands first if you need to.
- 7. “Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the waste bins provided. Then wash your hands.
- 8. You will need to supply a contact name and telephone number** for one member of your group, either to our Coffee Shop staff or to the organiser of your activity. This information will be passed to NHS Test and Trace should they request it.
- 9. If taking part in an organised activity, check the organisers have cleaned touchpoints (eg. door handles & switches/controls) and surfaces before your arrival.** Help to keep these areas clean. CCC cannot clean all touchpoints and surfaces between each hire.
- 10. Consider washing your clothes when you get home** to reduce the risk of transmission.
- 11. If you develop COVID-19 symptoms following a visit to these premises** please inform a member of CCC staff, a CCC Trustee, or the organiser of your activity. Government advice regarding self-isolation, testing and use of the NHS Test & Trace service must of course also be followed.