



Norfolk Federation of WIs

Covid Secure Safe Working: July 2021

These control measures may be revised as new or altered biosecurity risks require. In the event that lockdown is reinstated, Evelyn Suffield House will close and staff will work from home.

Re-opening Evelyn Suffield House, the Federation Office

- Evelyn Suffield House will fully re-open on Tuesday, 3rd August 2021
- Opening Hours will be Tuesday – Thursday, 10.30am to 3.30pm and Friday, 10.30am to 1.00pm
- Federation Sub-Committee Meetings, Club meetings and Norwich All Saints WI meetings can resume after 3rd August
- **Anyone displaying Covid-19 symptoms**, (such as High Temperature, New Continuous Cough, Loss or Change to Sense of Taste or Smell) **must not attend the Evelyn Suffield House**
- **Anyone with a cold or cold-type symptoms must not attend the House**

NHS Test & Trace

Because of the higher risk of transmitting Covid-19 in premises where people spend more time together in one place and potentially come into close contact with others outside their household, **all** visitors to the House will be required to:

- Scan the Test & Trace QR Code using the NHS Covid-19 App on their mobile
 - QR Codes will be posted at the front and back doors
- If visitors do not have the NHS Covid-19 App they will be required to complete a register giving the following information
 - their name and WI
 - contact phone number
 - date of their visit, arrival and departure time
 - the name of the member of staff/Volunteer who helped them (if applicable)

(This guidance does not apply to drop-off deliveries made by suppliers or contractors.)

General Covid-19 Secure Measures when in the House

- Face Coverings: Visitors **must** wear a face covering when moving around the House
 - Face coverings can be removed when sitting down (i.e. for meetings, Bridge/Mah Jong Clubs, working at desks)
- Use hand sanitiser immediately on entering the building
- Use the bleach wipes provided after using equipment/furniture
- Wash hands frequently
- If staying for a Federation meeting or Club sign the attendance register (for fire regulations). A pen will not be provided
- Use hand sanitiser when leaving

- Whilst social distancing is no longer required, continue to be aware and give staff and fellow members space
- A screen will be in place in the Front Office to protect volunteers and visitors

Specific Covid-19 Secure Measures

- Sanitiser Stations: will be provided at:
 - Front door
 - Back door
 - Front office
 - Staff desks
 - Committee office desk
 - Photocopier room
 - Staff room
- Wipes: will be provided in every room
- Lavatories: if visitors use the lavatory they must wipe the seat and flush handle with a bleach wipe, then wash their hands
- Kitchen: visitors are responsible for wiping down all equipment and any surfaces they touch (i.e. kettle, taps, door handles [including fridge door], worktops)
- Ventilation: windows must be opened to allow air circulation
 - Committee Meeting Room – the French windows must be opened; in the case of inclement weather, the top windows can be opened
 - Kitchen – the fly-screen window must be opened
- Equipment (including furniture, cupboards): visitors must wipe down table tops, the top of chairs, cupboard handles after they are used

Cleaning

- Scrim Jim Cleaners will sanitise clean Monday, Wednesday and Friday, early morning. They will also empty the bins
- Workstations: staff will clean their own workstations at the end of each day
- Telephones: will not be shared and will be cleaned at the end of each day by staff
- Front Office: volunteers are asked to wipe down the desk and any equipment used (i.e. pens) after their shift
- General Cleaning: If someone has symptoms the specific instructions for cleaning after a case of COVID-19 will be followed