**Ferring Community Centre @ The Glebelands**



To: All Directors

All Hirers Glebelands Centre

Glebelands Centre Website

24th September 2020

**GLEBELANDS COMMUNITYCENTRE COVID-19 INCIDENT ACTION PLAN**

1. **Background.**

The COVID-19 pandemic has been ongoing since March 2020 and has had a huge impact on almost every part of our lives, our well-being and the economy. Recent changes to Government imposed restrictions have enabled the Directors of the Glebelands Centre to reopen the centre to limited government approved activities. The Directors carried out an extensive study of the regulations and undertook risk assessments before deciding on this step. The Directors have put in place all the signage, safety and hygiene measures required by the Government and started with very limited activities. Every user group is also required to produce their own risk assessment before being allowed to hire the centre. However, the very nature of the Covid 19 virus is such that even the most extensive and rigorous prevention measures cannot guarantee total prevention of transmission.

1. **Current Situation.**

Following the limited start up on 10th August 2020 and careful monitoring of hirers by Directors the many well publicised incidents across the UK, and changing daily statistics, have led the Directors to the decision that they should have an action plan that can be quickly initiated to respond to the following:

1. Positive Test Result:

Should any manager, hirer, user or visitor to the Glebelands Centre test positive this will trigger an immediate response designed to ensure that we “Stay Alert, Control the Virus and Save Lives”.

1. Significant Statistical Increase:

When or if any significant statistical change occurs, this will almost certainly be accompanied by a revision of government regulations. This will trigger an immediate, appropriate management response designed to control and manage the Glebelands centre activities in line with guidance and regulations

1. **Purpose.**

The purpose of this action plan is to recognise that our residents and centre users rightly expect to use the facilities in as risk free a manner as is possible given the nature of the Covid 19 virus. In order to deliver and maintain a safe environment the Directors will employ any necessary procedures to Stay Alert and then take appropriate action to help contain the spread of the virus.

**4.Definitions**

1. An incident is any positive Covid 19 test result traced or linked to the Glebelands and confirmed by the individual or their family, hirer, director or via the track and trace system.

b. A notable statistical increase is defined as any increase that exceeds a published R Rate of 1.2-1.3 Nationally; 1.1-1.2 in the South East or 1.0-1.1 in our Local Authority Area or if directly advised of a notably dangerous increase by the Government or Local Authority.

**5. Verification**.

Any incident reported should be verified as soon as possible and in as much detail as possible ideally by obtaining exact details of When (Day and Time), Where (Room etc), Who (Name, Age, Contact if possible) and How (Name/Contact details of Club, Group, Hirer). Calls from the Government Track and Trace Service should be recorded and actioned as a priority.

**6. Incident Actions.**

The hirer is asked to immediately inform (24 hours a day) the Glebelands Centre by telephone and email of any likely or confirmed Covid-19 case(s) using the contact list at paragraph 10. This should be by personal phone with a back-up email to ferringcommunitycentre@gmail.com. The Director/individual being informed will:

a. Record and verify all details as reported above.

b. Inform for action the Directors by email and phone or in their absence any other person in authority. The first Director available from this list should assume control of the incident. The Director in charge is authorised, under this instruction, to take the measures listed below without recourse to other Directors.

c. The Director in charge should copy details to all other Directors by email for information. Help may be needed later.

d. The Booking Secretary should be tasked by the Director in charge to immediately email all hirers advising them of the incident and warning them of an immediate quarantine closure of at least seven full days.

e. The Director in charge will, as soon as possible, visit, but not enter the Centre, in order to display “Closed due to COVID-19, Do not Enter” signs on all entrances. If necessary, another Director should be tasked with visiting the Centre just before the start of the next day’s hiring’s to ensure that the Centre remains closed and unoccupied.

f. The Glebelands Centre cleaner should be tasked to conduct a thorough deep clean at the start of the next day. The cleaner is to report back to the Director in charge when this has been done. NOBODY other than the cleaner(s) is to enter the Centre until the deep clean has been successfully completed and reported.

g. The Director in charge should be prepared to respond to any press enquiries with a simple statement of fact relating to the actions taken by the Centre in the event of an incident. The Director shall not release any personal data related to the incident.

h. Reopening the Centre or extension of the quarantine closure will be authorised following due consideration by a majority decision of the Directors in accordance with current government and local authority instructions.

**7. Notable Statistical Increase.**

This aspect provides baseline figures which will trigger positive management action when any increase is confirmed that exceeds an R Rate of 1.2-1.3 Nationally; 1.1-1.2 in the South East or 1.0-1.1 in our Local Authority Area or if directly advised of a notably dangerous appropriate action to control potential spread of the virus.

a. Directors will confirm the exact numerical details and nature of the statistical increase.

b. Directors will check Government and Local Authority information portals to confirm any planned or probable changes to their instructions or guidance.

c. Directors will decide within 24 hours of the notable change if there is a need for:

a. An emergency Directors meeting

b. Planned closure of the Centre

c. Any new or additional measures to ensure continued compliance with Government and Local Authority instructions and guidance.

8. Updates.

Following an incident the Director in charge is asked to circulate daily updates to all fellow Directors and at least weekly updates to hirers. When there has been a Notable Statistical Increase Directors should monitor the news and their emails regularly to ensure that they are as informed as possible.

**9. Record of Events.**

All relevant communications including dates, times, events and contact details should be retained for use by the Track and Trace Service and for future reference.

10. Contact List. Key contact details are shown below:

Glebelands Centre email [ferringcommunitycentre@gmail.com](mailto:ferringcommunitycentre@gmail.com) 07562 295105

Directors: Carole Robertson [ferringcarole@sky.com](mailto:ferringcarole@sky.com) 07999 482204

Ruth Sims [ruthsims@hotmail.com](mailto:ruthsims@hotmail.com) 07731 882577

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