**Wigan Community Lettings Covid19 Procedures**

**Updated 22nd September alongside government announcements**

The government has published guidance to help workplaces operate as safely as possible, we will be following these guidelines and will require groups to sign our Covid-19 terms and conditions.

1. Our customers will be required to maintain social distancing on entering the school.
2. Each group member must bring a bottle of hand sanitiser.
3. Face coverings/ masks must be worn at all times whilst indoors in any communal areas and can only be removed once inside the designated facility.
4. Parents will not be allowed to stay with their child to reduce the number of people in the school, the coaches will also be instructed to pass this message onto parents.
5. Coaches/ group leaders will be instructed to inform all participants to report to the main entrance of their designated facility where they will record the name and contact details of each individual attending. This will be passed to the lettings officer at the end of the session. In the event that any participant tests positive for Covid-19 this record will be used to inform all other participants.
6. On leaving their sessions groups will leave via a fire exit in order to reduce the number of people in the communal areas at any one time.
7. Signage will be in place throughout the school to clearly show where to go and the procedures in place.
8. Any item brought onto the site such as drinks bottles, face mask or hand sanitiser must be disposed of offsite, customers will be told not to dispose of anything in the schools bins and anything that is left on site will be disposed of in a designated bin agreed with the school.
9. Group leaders/organisers will be required to provide spare masks for any participant that wants to enter the school, if not the person will be asked to leave site due to health & safety reasons.
10. Clients are required to download the NHS government COVID-19 phone app and scan the QR codes on site.

These procedures will be enforced and monitored daily by our leisure assistants and the directors, any group not following these guidelines will risk losing their slot permanently as the school and public’s safety are our main concern.