



Salisbury Centre - Coronavirus Safety Access Guidelines for Indoor Bookings

For community groups, facilitators and private hires

Last updated: 07/09/2020

Following the ongoing relaxation of lockdown restrictions, the building is currently available for booking for certain types of indoor events. As of 31 August, workshops, talks, meditation, spiritual practice, and indoor exercise are all permitted (indoor contact sports and indoor live/entertainment events are not).

We offer a number of separate spaces of various sizes that allow comfortable and quiet safe distancing possibilities. To book or enquire please email: office@salisburycentre.org

Facilitator Responsibilities

It is the responsibility of the event organiser/facilitator to ensure that the latest Covid-19 safety guidelines of the Scottish Government are followed by all participants.

<https://www.gov.scot/collections/coronavirus-covid-19-guidance/>

We also ask that all those running events at the centre:

1. Ensure that the maximum number of participants admitted to each event enables effective distancing for the size of the space you hire (2m, except for those within the same household or acting as a carer).
2. Ensure that attendees are informed of safety measures and expectations and relevant government guidelines in advance (see 'What we ask of event attendees', below).
3. **If somebody arrives with symptoms of Covid-19, becomes ill during the event, or discloses that they may have been exposed to Covid-19, or should be quarantining due to arrival from overseas, ask them to leave the centre immediately and self-isolate at home, seeking medical advice and following test and trace procedures.**
4. Encourage frequent hand washing / sanitising and wearing of face coverings when indoors (face coverings are not required during physical exercise). The office holds a small supply of disposable masks if attendees forget to bring one. It is acknowledged that face coverings will not be suitable for everybody.
5. If possible, keep rooms well ventilated – consider opening windows or doors (not fire doors).
6. Make use where appropriate of roll-up Perspex screens available at the centre, e.g. for 1:1 talk therapies.
7. Risk assess your event/activity including risk of Covid-19 transmission. For example avoiding singing, chanting and projecting speech when indoors, and considering using screens or microphones where these are a part of your event.
8. Consider how to avoid crowding in corridors and entrances during arrival/departure and during breaks, perhaps by staggering arrivals.
9. Ensure that contact details of participants are held for contact tracing purposes.
10. Inform the centre if any attendee becomes ill at the centre with Covid-19 symptoms, or subsequently tests positive for Covid-19.

11. Clean all surfaces that participants are likely to have touched, such as door handles, backs of chairs, table tops, light switches, at the start and end of their event, using cleaning materials available in each room, and minimise sharing of equipment.
12. Please keep to the areas that you have booked and ask participants to avoid milling around the building.
13. We ask that only one person per booking (you or your designated helper) access the kitchen for hot water urns, cups, and drinks supplies to minimise risk of transmission between those using different rooms, and take responsibility for cleaning anything you use.
14. All dishes should be put in the dishwasher and not washed by hand, as this will be run on a minimum 60 degree cycle to kill viruses (this is also more energy/water efficient).
15. Exercise caution and stringent hygiene if handling cash. Encourage donations online where possible.

Session leaders should also refer to their own sector-specific guidance for the type of activity they intend to run, and ensure that [the general Terms and Conditions of the centre](#) are followed by all participants.



What we ask of event attendees

The Salisbury Centre is a community space and we ask for your help in keeping it safe for everybody and minimising potential harm by taking responsibility for minimising risk of transmission of Covid-19. Please remember that others using the centre may have vulnerabilities to infection that you might not be aware of.

We therefore ask you to follow these guidelines for attending an event at the centre:

1. **If you are experiencing any symptoms which might indicate Covid-19, if you have been in contact with somebody with actual or suspected Covid-19, or if you are in a period of quarantine following arrival from overseas, please do NOT attend the centre.**
2. If you become ill whilst at the centre please inform the session leader, go home immediately, and self-isolate while you seek medical support.
3. If you test positive for Covid-19 in the two weeks after you attend the centre, please inform your session leader (who will have a list of attendee contact details) and the centre office who will know who else attended the building that day.
4. Think about the safest way for you to travel to and from the centre.
5. Please follow government guidelines of maintaining 2m distance between you and anybody not in your household (unless you are their carer).
6. Please maintain stringent hand hygiene with thorough and frequent washing of hands with soap and water, use of sanitiser stations around the building, coughing and sneezing into a tissue or your elbow, and disposing of tissues by putting them in the bin straight away. Avoid touching your eyes, nose or mouth, and minimise touching surfaces or sharing of equipment.
7. Please wear a face covering when indoors. This is to protect others including those who may enter the space after you have left.
8. Cleaning materials are available in every room, feel free to use them for areas you have touched, particularly if you have coughed or sneezed onto a surface.
9. All dishes should be put in the dishwasher and not washed by hand, as this will be run on a minimum 60 degree cycle to kill viruses (this is also more energy/water efficient).
10. Please keep to the parts of the centre where your event is taking place. Avoid moving around other parts of the building unnecessarily, and leave the building promptly after your event or meeting has finished.
11. We welcome donations to the centre, particularly during this time. The best way to do this is through our website: <https://www.salisburycentre.org/donate/> - cash donations can be accepted and will be handled with caution.

More guidance on distancing and hygiene measures can be found on the NHS Inform website: <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-physical-distancing>

Thanks for your collaboration and for helping us keep the Centre a safe community space in these extraordinary times.

For any queries or further information please contact: Office@Salisburycentre.org