



Salisbury Centre - Coronavirus Safety Access Guidelines for Bookings

For community groups, facilitators and private hires

Last updated: 01/07/2021

Following the ongoing relaxation of lockdown restrictions, the building is currently available for booking for certain types of indoor and outdoor events.

We offer a number of separate spaces and rooms of various sizes that allow comfortable and quiet safe distancing possibilities, including two outdoor spaces in our peaceful garden:

1. The fire pit, with its benches (Fire-wood available for an extra fee)
2. The front lawn, with table and chairs if needed.

(A marquee is also available to hire in case of rain, only to be used on the front lawn area)

To book or enquire please email: office@salisburycentre.org

Indicative capacities based on 2m distancing:

Space	Max distanced capacity	Approx. measurements
Studio	12-14 (3 rows of 4, plus two on the stage)	7.5 x 6m (plus stage 3.5m x 1.6m)
Art Room	8 (2 rows of 4)	8m x 5m
Library	5 (in a circle)	5.5m x 4.2m
Garden Room	3-4	3.5m x 3m
Wellspring Room	4	5m x 3.2m
Garden	Fire Pit: up to 12/18 participants, in one/two concentric circles respectively Front Lawn : up to 16 people	

Facilitator Responsibilities

It is your responsibility to ensure that your activity is risk assessed and complies with the [latest government Covid safety guidelines](#) and any specific guidance for your sector / type of activity.

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 [separate Guidelines for Attendees document](#)).
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. Ensure that contact details of participants are held for contact tracing purposes. All attendees are also asked to 'check in' using the NHS QR code as they enter and leave the building, as indicated by signage on the doors.

5. Inform the centre if any attendee becomes ill at the centre with Covid-19 symptoms, or subsequently tests positive for Covid-19.
6. 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.
7. 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.
8. 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 your event, using cleaning materials available in each room, and minimise sharing of equipment.
9. If possible, keep rooms well ventilated – consider opening windows or doors (not fire doors).
10. Make use where appropriate of roll-up Perspex screens available at the centre, e.g. for 1:1 talk therapies.
11. 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.
12. 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).
13. Consider how to avoid crowding in corridors and entrances during arrival/departure and during breaks, perhaps by staggering arrivals.
14. Please keep to the areas that you have booked and ask participants to avoid milling around the building.
15. It is your responsibility to ensure that participants vacate the premises swiftly after your booking, and that you have factored in enough time to your booking for set up and pack down.
16. 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.