



### **Social Distancing Statement**

Grantown-on-Spey YMCA Community Centre agrees to implement the Covid 19 Social Distancing Guidance which has been issued by the Government with regards to the safe use of Multi-Purpose Community Facilities.

The Board of Management is committed to protecting everyone who comes into the Centre while the restrictions of the Coronavirus remain in place and will ensure that the following guidance is implemented, as far as is reasonably possible, prior to opening the building to User Groups

1. Carry out a COVID-19 risk assessment. Before restarting work on site, we will ensure the safety of the workplace by carrying out a risk assessment and letting our employees know the results of the risk assessment.
2. Encourage employees to work at home wherever possible.
3. Stagger arrival and leaving times and provide floor markings, so that employees maintain two metres distance, where possible (but, if this is NOT possible, at least a one metre distance) from each other when entering the building if arriving around the same time as others.
4. Use clear signage to ensure visitors follow the same procedure as employees on entry to the building.
5. Use signage to remind employees and visitors of social distancing guidance.
6. Introduce a safe walking route consisting of a one-way system around the corridors and floor area where possible.
7. Restrict access between areas. Where a person needs to consult with someone in a different area, where possible, emails, or phones are to be used.
8. Ensure the relevant software is available to conduct meetings remotely.
9. Ensure workstations enable people to maintain two metres distance from each other, and where this is not possible, at least a one metre distance from each other - avoiding face to face seating where possible by working back to back or side-to-side.
10. Install protective screens where necessary.
11. Introduce a one person at a time process for use of the toilet facilities to ensure social distancing is maintained.

This Social Distancing Policy Statement will be regularly reviewed and updated as necessary to remain aligned to government guidelines.

Signed \_\_\_\_\_ Chairperson

Date: \_\_/\_\_/\_\_

