

## Ben Day Care Centre instructions for safe visiting

Prior to returning or joining the centre, one of our staff will carry out the following assessments with you

- Risk Assessments
- Needs Assessments

To make the Day Centre safe for members we are following government guidelines for multi-purpose community facilities, and so will be implementing the following:

- Staff have completed an induction and training on Covid-19 health & safety prior to the centre reopening
- All members will need to arrange their own transport to and from the centre (this will be deducted from your invoice). Where this is difficult please inform the care assistant when they contact you, so we can see what arrangements we can make. Please avoid using public transport such as buses and taxis.
- There will be designated drop off and pick up zones in the car park.
- Day provision will remain at 10am-3pm with lunch – no outdoor trips at this point.
- Staff will call members each morning before 09:30am to check that they are well and not showing Covid symptoms.
- Any staff showing symptoms will self-isolate and arrange for a test.
- All members and staff must wash their hands-on entry and exit of the building, and throughout the day.
- Only staff and members will be permitted into the building – no relatives or contractors. Any maintenance will be done outside of opening hours.
- The building will be split into two halves, members and staff will be allocated into two groups, based on need and friendships. Each group will be made up of 6 members and there are allocated staff. Members cannot crossover into the other group.
- Each group will have their own access and exit to the building, their own toilet facilities, access to the kitchen and separate garden access. They will all be offered socially distanced activities.
- Staff to be allocated to the same members where possible and remain in the same group and side of the room where possible
- There will be a cleaning schedule in place throughout the day.
- All staff to wear PPE including masks and aprons.
- Members will be supported to maintain social distancing from one another, and staff will do the same where possible. Posters about social distancing will be on display.
- Food preparation will be conducted by a trained staff member.
- Lunches to be provided on each side of the rooms, socially distanced.
- Refreshments and snacks to be provided throughout the day in each group.

We understand that changes may feel unusual, but for now we are happy to be able to reopen under these new guidelines. However, please be aware that if there is another spike in Covid-19 cases the government may advise us to close again due to the members being in the high-risk category. We continually monitor government guidance and will keep you informed of any changes.