

COVID-19

Guidance for External Room Bookers

To protect the health of everyone at our sites during the Covid 19 pandemic we are required by Government to carry out additional screening of all visitors prior to entry into Restore facilities.

You are strongly encouraged to wear a face covering in enclosed public spaces where social distancing may be difficult and where you come into contact with people you do not normally meet.

It is extremely important that if anyone who has visited our premises (or anyone that lives in the same household) under your booking develops symptoms of Covid within 72 hours of the room booking that you notify us immediately at [covid19@restore.org.uk](mailto:covid19@restore.org.uk).

All visitors entering Restore premises are required to answer the following questions.

* Have you returned from a country with a quarantine requirement on arrival in the UK in the last 14 days?
* Have you had close contact with, or cared for someone diagnosed with COVID-19 within the last 14 days?
* Are you experiencing any symptoms of COVID-19 such as fever, continued cough, respiratory illness, difficulty breathing?

If the anyone answers YES to any of these questions they should not enter or use our premises

The Lead Booker is required to collect and keep a list of people, their contact details and responses to the three questions above. The list must be kept for 21 days. (A [visitor list template](https://docs.google.com/document/d/1L5rNKnWUn3tSEGopnOApPKh8cd4Skdxl3T9CMid6vl8/edit) is attached should you wish to use it.)

The Lead Booker is responsible for the group / visitors using the premises and Restore will not be held responsible if Covid prevention and other safety procedures are not followed by any person using our premises as part of the booking.

During your visit you will be asked to adhere to our safety procedures. These will be displayed clearly at the entrance and on each of our rooms and can be provided before your booking by email if required. A guide for visitors is attached to this guidance document.

**We would ask that you read and confirm your understanding and conformation to follow the Government guidelines here:** [**Covid-19 Guidance for the safe use of multi purpose community facilities**](https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities). (subject to change)

**Please confirm that you have read and will comply to the current government guidance and our safety procedures by completing the online form 24 hours before the booking takes place:**

[**Restore Room Bookers COVID Compliance Form**](https://docs.google.com/forms/d/e/1FAIpQLSfy6qyq__nBCmbYEpd7AajKrPf023hCAEijDejXFDj7Gm_NQQ/viewform)

Thank you for your patience with these health and safety measures as we continue to keep employees, members and visitors safe.



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Guidance for Visitors

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To protect the health of everyone at our sites during the COVID-19 pandemic, we are required by the Government to collect and keep a list of people, their contact details and responses to three questions of all visitors prior to entry into Restore facilities. The list must be kept for 21 days after which time it will be destroyed.

**All visitors entering a Restore location are required to complete the following questions on arrival:**

* Name:
* Contact number:
* Have you returned from another country within the last 14 days?
* Have you had close contact with, or cared for someone diagnosed with COVID-19 within the last 14 days?
* Are you experiencing any symptoms of COVID-19 such as fever, continued cough, respiratory illness, difficulty breathing, loss of smell or taste?

**If you’ve answered yes to any of the above questions you should not visit any Restore sites.**

**Important precautions**

* Please wear a mask visiting our premises. We have a supply available.
* Remember to wash your hands for at least 20 seconds when you arrive and then on a more frequent basis thought your visit
* It is important to observe the current social distancing rule at all times.
* There is a supply of gloves, masks, anti bacterial wipes and sanitiser.
* Please bring your own refreshments. Cups and Plates are no longer available on site
* We would ask you to only bring the equipment you need for the purpose of your visit with you. The virus exists on surfaces and the less property you bring with you, the less chance there is of the virus spreading. Do not share equipment unless the appropriate sanitation processes are followed.
* Please do not use public transport unless necessary.

Thank you for your patience with these health and safety measures as we continue to keep employees, members and visitors safe.