

## REOPENING CARLBECK FROM 21<sup>st</sup> SEPTEMBER 2020

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Dear Carlbeck Users,

We hope you have all stayed safe and well throughout these many months and now feel able to resume something of a more normal routine.

The Committee looks forward to reopening the building to craft groups from Monday 21<sup>st</sup> September 2020. We will be trialling new layouts and ways of working to offer a safe environment for everyone.

We have suspended the subscription/ £2 session payment during this initial period and we will not be charging users as we adapt to the more prescriptive measures. We hope very many of you are ready to return.

The management committee will take every reasonable precaution for everyone's safety, however, attendees to the craft sessions must make their own decision as to whether they feel it is safe for them to resume their craft activities at Carlbeck.

Below is a summary of the changes.

**We do need to know your preferred session and second choice as soon as possible so that the groups can be organised in advance.**

**Please telephone, text, WhatsApp or email your choices to Margaret Dent at: [margaretdent@uwclub.net](mailto:margaretdent@uwclub.net) or tel. 01833 640763, mobile 07790824974.**

We require a signature from everyone returning, to confirm that you accept the new terms and conditions below.

The declaration below may be sent to Margaret digitally or brought to your first session. Don't worry if you aren't able to print it: a copy will be available to sign at your first session.

Looking forward to seeing you soon,

Best wishes,

Carlbeck Management Committee

### SUMMARY OF CHANGES FOR CARLBECK CRAFT GROUPS

Initially we envisage that we will need to stay in the same group/bubble and commit to come on the same day of the week. Attendance will be restricted to one session per week and due to the restriction on numbers per sessions these will be general crafts i.e. mixed, non -specific. These arrangements will be reviewed, of course, as soon as we feel it is appropriate.

- Equipment and supplies in the entrance porch and corridor are off limits for the time being and no personal craft items should be left in the building at the end of the session, e.g. quilts, wall hangings, books, etc.
- The kitchen will be closed and any drinks and food must be brought in and any traces removed at the end of the session.
- The kitchen area will be set aside as an emergency sickbay/ isolation area for anyone taken ill whilst awaiting help. Emergency PPE will be available for someone assisting.
- Only the disabled toilet will be in use to minimise cleaning. Cleaning of sink and taps and toilet seat, door handle before and after use by each user is required.

### FOR EACH SESSION

- The main entrance porch will have a hand sanitiser/ cleaning station and a printed list of names in each of the groups for each session to be ticked off for track and trace. Please bring your own pen.
- The room will be set out with tables separated by at least one metre and each table will have hand sanitizer and cleaning spray and paper towels.
- Each person will be responsible for cleaning their own table before and after use.
- Each person will be responsible for removing from the building their own cleaning paper towels and any personal rubbish generated.
- Each person will spray their chair after use.
- Each group will nominate a person to check the names and also to check the cleaning has been carried out at the beginning and end of each session.
- Each group will nominate a person to be responsible for sanitising the toilet and removing the paper towels from the building.
- During the session the fire doors may be propped open to enable anyone wishing to use the toilet to see if there is anyone else in the corridor.
- The fire doors must be closed at the end of each session
- Light switches and door handles must be wiped at the beginning and end of each session.

A committee member will check each day that the groups have recorded and filed the required records.

**DECLARATION**

**Please complete and sign the declaration below to acknowledge acceptance of the above terms and conditions and also please indicate your preferences for attendance times.**

I wish to return to Carlbeck on or very soon after 21<sup>st</sup> September 2020

**My preferred session will be:**

Monday afternoon

Monday evening

Tuesday morning

Wednesday

**My second choice would be:**

Monday afternoon

Monday evening

Tuesday morning

Wednesday

**I agree to abide by the conditions set out by the Committee in order to maintain a safe environment for all.**

Signed.....

Name.....

Date .....