

Covid-19 Notice for Staff as from 21st July 2020

At The Albany Centre, we are closely monitoring the situation with Coronavirus and these Guidelines are in line with Government guidance. These guidelines are subject to change and will be continually reviewed and update as the situation evolves.

The Albany Centre has identified and reviewed the potential risks and hazards that may contribute towards the spread of infection. Therefore, we have compiled a set of guidelines and updates to help reduce these risks by minimising close physical contact and by maintaining an appropriate distance. Whilst we are aware that we can never eliminate the risk, we can take all the necessary steps to guard against any potential cross infection.

The link to BACP's current guidance can be found here:

<https://www.bacp.co.uk/news/news-from-bacp/coronavirus/faqs-about-coronavirus/>.

Please ensure that you check with advice from your professional body on a regular basis as guidance is updated.

Staff duties

- Please ensure you are familiar with both The Albany Centre risk assessment and The Albany Centre Centre Users guidelines for COVID-19.
- All staff should take their temperature before coming into the Albany Centre. Do not come in if you have a temperature of 37.8C or higher.
- If you are showing any symptoms or feel generally feel unwell, do not come into the Albany Centre and inform the Centre Directors on thealbanycentre@hotmail.com.
- Please use the sanitizer in the front entrance after unlocking/using the street intercom
- Please put on lights in the building, carefully wiping light switches as necessary.
- The minimum PPE to be worn for cleaning at The Albany Centre is disposable gloves and a mask. Hands should be washed with soap and water for 20 seconds after PPE has been removed.
- Wear disposable gloves a mask and an apron when cleaning any areas such as the waiting rooms, the kitchens and any other communal areas. Any rubbish should be bagged as usual in a black bin liner and then stored in the rubbish store in the entrance hall, away from users of the Centre. Alert the Maltings cleaners to collect as soon as possible.

- Rooms: please check and clean as many rooms as possible on your arrival. Please restock rooms as necessary. Please allow time to redo this before you leave.
- Communal areas: please pay special attention to frequently touched areas such as door handles, stair banisters, the intercom, taps and flush levers in the toilets.
- Toilets: please clean both toilet rooms on your arrival and before you leave. Any cloths and mop heads used must be disposed of and should be put into rubbish bags as outlined above.
- Please use the stronger wipes for staff cleaning and other wipes for use by Centre users. Paper towel is provided to dry wiped areas
- Kitchen: please wipe down kitchen surfaces and taps as a matter of course.
- Office: Wipe down the keyboard and mouse as well as the computer desk before and after working within the office area. Wipe the arms of the chair and any other areas you have touched.
- Please allow enough space between yourselves and other Centre users when entering and walking through the building.
- Make sure you open all windows open which are not on the street side of the building. This will enable the Centre to be kept well ventilated.
- If you need to adjust the settings on the air purifiers, then please wipe down the device with disinfectant or an anti bacterial wipe.
- If there is rubbish in the room bins, please use gloves and a mask and empty into the main bin in the waiting area, and ensure these larger bins are frequently emptied and removed.
- When washing your hands, do this regularly with soap and water for 20 seconds, and after removing gloves and mask used while cleaning.
- If you are the last person to leave, please switch off lights in the building, carefully wiping light switches as necessary.
- Staff may use the water coolers. Please use a reusable cup and wipe the tap after use.
- Staff may use the kitchen to make hot drinks.
- Please use sanitizer as you leave the building.