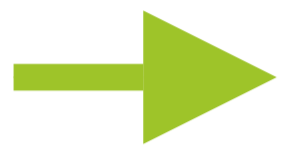


# COVID 19 Guidance for All Users

Please adhere to this guidance for your safety and the safety of others during your visit to **Mycenae House**. Your cooperation is greatly appreciated but also mandatory. Failure to comply is likely to result in you being asked to leave the premises. Copies of this guidance are available around the building. A copy of our Covid-19 risk assessment is available for you and others to view in the entrance to the building, at the office or by request from a member of staff.

## Entering, Moving Around and Leaving



- **One-Way System** through the building. You will enter the building from a normal entrance but **leave via a separate entrance**. This will be via the fire exits on 1<sup>st</sup> & 2<sup>nd</sup> Floors and designated fire exit on the Ground Floor and in the Basement.

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- **Social Distancing** – Please maintain a minimum of 2 metres distance from other people throughout all your movements around the building. Please stick to the room allocated to your activity and ensure that you do not create blockages to corridors & stairways.



- **Wear Face Covering In Public Spaces** – Government Guidance mandates that visitors must wear face masks inside public spaces. We are asking you to cover up in entrances, corridors, toilets and café areas, unless you are exempt.



- **Adhere to Signage** – Signs are designed to maintain the safe flow of people around the building. You are instructed to leave via a fire exit on each floor unless instructed.



- **Hand Washing** – please use the Anti-Bacterial Hand Sanitisers on entry to the building, at points throughout the building and regularly during your stay.

- **Use of Toilets** – please only use toilets on the floor your group is using. Only one person at a time in the toilet facility please.

- **Waiting for Children & Buggies** - When dropping off a child for an activity, please wait outside of the building or off site during their session. Children will be delivered back to you at the end of their session. Please note that **NO BUGGIES** are allowed in the building.

## Guidance whilst within Rooms

- **Activity Specific Guidance** - Your Workshop Leader is required to provide you with Activity Specific Guidance which may be different to the guidance issued by Mycenae House.



- **Contact Details** - You will be asked by the Activity Leader to provide your contact details for Track & Trace purposes. This is a mandated requirement. Info will be kept for 21 days only.

- **Maintain Social Distancing**- the details of which will be confirmed by your Activity Leader Please note that these may be different from the Mycenae House general guidance.

- **Use Antibacterial Wipes** - provided to clean surfaces, handles and equipment.

- **Maintain Airflows** - by leaving windows open, thus minimising the virus's air born threat.



- **Do Not Consume Food or Beverages** in the rooms or in any communal spaces. We respectfully ask you to eat in the garden space or the car park covered area in the event of rain. You are also allowed to move off site. There is limited seating provided in the café.

- **Face Masks** – The wearing of face masks is compulsory in communal areas during your visit. Your workshop/activity leader may not require you to wear face masks in the room.

- **Symptoms** – if you feel ill or are displaying symptoms of Covid -19 please let your workshop leader know, then leave the building and follow the Public Health England Guidance.