

# GUIDE TO COVID SECURE ARRANGEMENTS FOR ATTIC CAFÉ

(Updated December 2020)

## Introduction

Attic Café is only able to operate provided the premises and the activities are “COVID Secure” in line with Government guidance. The guidance under which Attic can operate is setting specific and different to other settings such as Schools. A full COVID Risk Assessment has been carried out and is available to parents and members of Attic on request.

## The premises

The premises of Thornbury Baptist Church have had had some modifications to facilities and use to make them COVID Secure. One of these modifications is to create zones which limit what space can be used by which groups and when. The impact on Attic is that it will be restricted to using the Youth Block and Garden.

## Numbers

The number of people that can attend Attic will be restricted to maintain social distancing within the space available. To ensure that the maximum number of people can come who want to come we will run sessions for School Years 10 and 11 and for School Years 12 and 13 on alternate weeks. We may also need to introduce a booking session.

## Booking

If we need to put a booking system in place, then:

- Bookings will take place at the start of each week for Attic the following Thursday.
- Bookings will be taken in the order in which they are received.
- If, once a booking has been confirmed, a person is no longer able to take their place please let us know as soon as possible so that the place can be offered to others.

## Membership and Consent Form

Parents and young people have always needed to complete a membership and consent form for any young person that wishes to attend Attic, in line with our best practice Safeguarding Policy and Procedures and to comply with insurance requirements. We are making a change to our pre-COVID procedures so that a completed form is now required before a young person can attend Attic, this is so that (a) we have express parental written consent and (b) we have the necessary details for NHS Test and Trace.

## Arrival at Attic

- Anyone who has COVID symptoms or tested positive within the last 10 days should not come
- Anyone who lives with (or are in a support bubble with) someone who has symptoms or has tested positive in the last 10 days should not come
- Access to the premises will be by the entrance to the Youth Block
- Cones will be set up outside the Youth Block and we ask that people queue by a cone to stay socially distant
- Parents will be able to accompany their young person to the door but may not enter the premises
- The temperature of every young person will be taken and if the temperature is high then the young person will have to go home.
- Once in the premises the young person will need to sanitise their hands and go upstairs
- The door will be shut after everyone is in and we cannot accept late arrivals because the team will be busy running Attic and overseeing COVID security

## **Inside**

Once inside the premises we will operate the following measures for each person to follow:

- Social distancing of 2m will be maintained.
- There may be some occasions when 1m+ will be operated but these will only be for a short period of time.
- Young people from the same household can sit next to each other and stay close to each other
- Only one person can use a toilet at a time and hands must be washed and dried before leaving.
- A one-way system of movement will be in place, with one set of stairs “up only” and one set “down only”
- Hands will be sanitised on entry, when going home and each time we move between rooms
- Only one person to use the whiteboard at a time
- Do not go behind the bar without asking and one person only
- One person to control laptop, sound and lights behind bar and wear gloves
- All reasonable instructions from the Team, for example how to play a game, carry out an activity or where a person can or cannot go will need to be followed. Essentially a young person does not need to remember everything to do with COVID measures they just need to listen to and follow the instructions of the Team.

## **Face coverings**

- Young people attending Attic are required to wear a face covering unless they are exempt from doing so. Parents should let us know, in advance, what the exemption is.
- The Team will wear face coverings unless they have an exemption or need to remove a covering to better communicate when leading.

## **Tuck**

Tuck will be available but will need to be pre-ordered at the time of booking. All tuck will be prepared before Attic in a COVID Secure way. Please bring the correct money for the tuck ordered to reduce cash handling.

## **Going Home**

- Parents are requested to queue by the cones at the end of Club and each young person will go out to them at the end of Attic.
- Parents should not enter the premises.

## **Timing**

Initially all Attic sessions will be 60 minutes, partly to limit the amount of time people are in contact with each other but also so that we can gauge how everything works with the new procedures including time for the Team to clean after Attic.

## **A final word**

None of us would want to run Attic in this way if we had a choice but whilst COVID is around these measures are necessary for the safety of everyone and out of love for everyone. We appreciate that those who come to Attic will find this a very different, and perhaps difficult, experience from what they have been used to or what they would like it to be, but we ask for patience. We are all finding our way and we hope and pray for the time when restrictions on life can be lifted but we also live with the knowledge that the situation in the UK or locally could deteriorate to the point where groups such as Attic cannot meet. Similarly, as a Church TBC needs to be sure that our activities are safe and so we ask for your understanding and cooperation with the measures we have put in place.

Thank You

Mike

07933 240551      [mike@thornburybaptistchurch.org.uk](mailto:mike@thornburybaptistchurch.org.uk)