**Reopening Guidelines: Phase 1**

These guidelines were developed by members and staff and with the safety of the community as our top priority.

The Clubhouse will remain open virtually and will reopen to operate, in a limited way, at the

building. We will be following government advice on social distancing and hygiene. Masks will only be required in the kitchen.

**OPENING HOURS**

* Work Ordered Day: Monday-Friday: 11 am – 3 pm (from 22nd July)
* Information Hub: The room will remain closed. Please call 07984 343 643
* Evening Sanctuary: Open between 6:00pm and 10:00pm 07752 275061 (from 8th July 2020), referral required.

**JOINING THE WORK ORDERED DAY**

Option 1: Attend the Clubhouse for the work-ordered day, in Business and Administration (B&A), Employment, Education and Information, (E,E&I) or Café and Gardens.

The Work Ordered Day will be organised into two, two-hour shifts: 11:00am to 1:00pm, and

1:00pm to 3:00pm. Members are asked to book into a shift in advance if possible.

**Members should call the Clubhouse on 020 7924 9657 between 11:00am and 3:00pm the day**

**before, to book a slot.** Please call on Friday to book a slot for the following Monday.

Option 2: Participate in the work-ordered day, via Zoom, or get support from your Engagement

Worker via telephone or email from home.

**MAX CAPACITY FOR SOCIAL DISTANCING**

1. B&A – 8 people including 2 staff (including 1 on reception)

2. E,E&I – 8 people including 2 staff

3. Cafe and Gardens - 6 people, including 2 staff in the kitchen and others for garden and maintenance tasks.

**Members can attend unannounced, on a first come, first served basis, but might be asked to**

**return at another day/time if capacity has been reached. Please note that the café will be**

**closed as a social space with no seating available.**

**SCREENING**

All members, staff, volunteers and visitors will be screened as soon as they enter the building and prior to joining the work ordered day. The screening process is to ensure the health and safety of everyone who uses the building by helping to prevent the spread of the virus. A member of staff will conduct the screening process, which will consist of taking your temperature and asking set questions. Members, staff or visitors who do not pass the screening process will be required to leave the building.

**ENTERING THE BUILDING**

A one-way system will be in operation to maintain distancing throughout the building. Further instructions will be given on entering the building.

**FOOD AND DRINK**

• The Café seating area will be closed.

• The Café and Garden Unit will prepare meals for take away only.

• Meals must be ordered 24 hours in advance

• Bottled water will be provided

• Tea and coffee will be available in recyclable cups

• To reduce risk of infection, all meals will be vegan.

• Members and staff may bring their own food and drink

• All meals and drink must be consumed in the garden (maintaining social distancing) or away

from the Clubhouse (e.g. Brockwell Park).

• A gazebo will be available in the garden to provide shelter from rain