



Kia ora koutou all Centre users

These guidelines apply for ALL Centre users during Alert Level 2 (updated at 29 May 2020)

The Centre is committed to continue to provide a welcoming facility for our community through this period of uncertainty, and it is our responsibility to apply the recommended guidelines as published by Ministry of Health at <https://covid19.govt.nz/> to ensure that we provide a SAFE facility for our community, tenants, staff and volunteers.

In order to do this successfully, we need everyone who visits the Centre to follow the recommended guidelines. Please do not hesitate to contact staff and volunteers in the office, on phone 06 308 8329 or info@featherstoncommunity.org.nz if you have any questions.

Practice Social Distancing

All staff, volunteers, tenants, clients and general users and visitors of the Centre are obliged to practice social distancing. Be kind, be friendly, and adhere to these guidelines:

Do not shake hands, offer a hug, hongi or kiss on the cheek. You can smile, say hi and kia ora :)

When you arrive, please sanitise or wash your hands.

Please register your name in the visitors' diary to enable us to track contact.

Always maintain a distance of at least 1m from other people.

Please limit participants to 50 per group, or make arrangements with Centre staff prior to arrival.

Practice the three 3 S's : **seated, separated, single-server**, if possible.

Wash your hands frequently, or use hand sanitisers.

Don't touch your face.

If you sneeze or cough, please do so into your elbow or into a tissue that you throw away immediately.

If you feel unwell, stay at home.

Refer to a complete set of prevention guidelines at <https://covid19.govt.nz/>

Kitchen and lunch room guidelines

- Apply 1m or more distance during meal breaks or when using the kitchen. Stagger your use of equipment, kitchen surfaces, and tables.
- Clean/wipe down surfaces before and after you use them with spray and wipe.
- Practice the three 3 S's : **seated, separated, single-server**, if possible.
- As a guide, avoid more than 1 person using each kitchen work surface at any time.
- A maximum of 5 other people can use or be seated in the kitchen seated area, ensuring they are all comfortable with this and have sufficient space.
- We recommend a maximum of 6 people using the kitchen AT ANY TIME.

Additional cleaning

Staff and volunteers will be cleaning frequently-touched surfaces **after** every use of Centre rooms, ie, when a group has left, staff or volunteers will spray and wipe with paper towels to disinfect all surfaces that people would have used, including bathroom surfaces.

Surfaces that will be cleaned are door handles, window handles, door handles on fireplace, any knobs, locks, table tops, phone, light switches, heater knobs, faucets, etc. Paper towels are thrown away after each use and staff and volunteers will sanitise or wash their hands.

Cleaning products available for users to "self clean"

To help ensure that everyone is safe, please use our spray and wipe bottles and tissues to wipe surfaces before and after use of a room or surface. You will find cleaning products in all rooms used by the public, along with instructional signage. This will enable all community members to feel confident that the facilities are clean, and ensure that the space is clean for the next users.

Please let us know if these cleaning products run out, so we can restock.

Tissues

We have placed a box of tissues in every room that is used by the general public. Please let us know if tissues run out and need restocking.

Communicating updates

We will monitor the official Unite Against COVID 19 website and provide updated information if there are any changes to current response level and guidelines.

We also welcome your suggestions and feedback on these guidelines.

He Waka Eke Noa

Thank you for helping your community.