

Malmesbury Town Council

Town Hall and Facilities Committee meeting 17.6.20

Report No.3 Re-opening of the Town Hall

Introduction

This report contains extracts from the full 'Re-opening Malmesbury Town Hall' plan that are relevant to the initial opening on 15 June 2020 for resumption of the Jackdaws café operation.

Operating Model

This section describes equipment, facilities modification and operating procedures that are specific to the safe operation of the Town Hall during the opening period and for the duration of the COVID19 pandemic.

Facilities and Modifications

PPE General Guidance

The objective for the use of PPE in the Town Hall is to protect our staff *and* our community from potential infection, therefore:

- We require visitors to cleanse their hands on their way in – an alcohol sanitation station on the way into the building at all entrances.
- We put up clear directions to toilets (when open) and hand-washing facilities. Instructions on thorough hand washing should be at all hand wash basins for staff and public. Lever taps, motion sensor or one-push taps are preferable, otherwise we will need to provide paper towels to turn taps off and a pedal bin for disposal.
- Staff should have pump action soap and alcohol gel in the office for use after washing hands and we should probably provide staff with some form of moisturiser.
- Perspex (or other) shields around customer facing desks and counters with a toe-line marked out so that visitors don't stand immediately over the TIC desk.
- We put up cough hygiene posters up as reminders, with well-marked bins for used tissues below the poster.
- Staff should have relevant instruction in donning, doffing and disposal of PPE safely.

PPE Specific Usage

Face Masks

Our Policy for the use of facemasks by individuals in the Town Hall will depend on the category of user that they fall into.

Category	Policy
Staff	Always required to wear facemask unless alone in the building ¹
Councillors	Comply to the same standard as Town Hall staff ¹
Tenants	Comply to the same standard as Town Hall staff ²
Contractors	Comply to the same standard as Town Hall staff ²
Hirers (Host)	Always required to wear facemask ²
Hirers (Attendees)	Always required to wear facemask ²
Public	Facemasks are recommended but not required ²

¹ Masks provided by MTC. Three standards will be available, 1) Airtight filter masks for high protection, 2) Washable masks for regular users, 3) disposable masks for occasional visitors.

² Provision of masks by the individual or their organisation

Gloves

Gloves will be made available to MTC staff for specific tasks as defined in the cleaning regime standards (tbd). Other users of the Town Hall will not be required to use gloves.

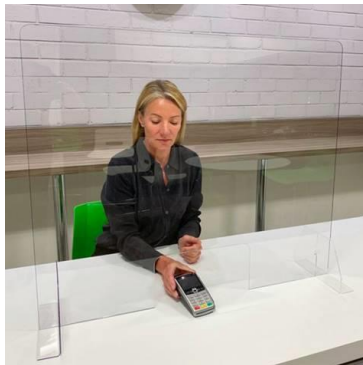
Covid19 Specific Bins

Pedal bins for the disposal of tissues will be placed in public areas for general users of the Town Hall. These bins will be emptied by the MTC cleaning staff.

Clinical bins for the disposal of PPE will be placed in non-public areas for the specific use of MTC staff. These bins will be emptied by a cleaning contractor.

Perspex screening

Initially to be provided at the main reception and TIC reception desks. The bar and other areas will be considered in future issues of this plan.



Flat screen for straight desk



Angled sides for curved desk

Hand Sanitisers



Free standing units will be sited at entrance points to the Town Hall and may be used in other locations if wall mounted units cannot be used.



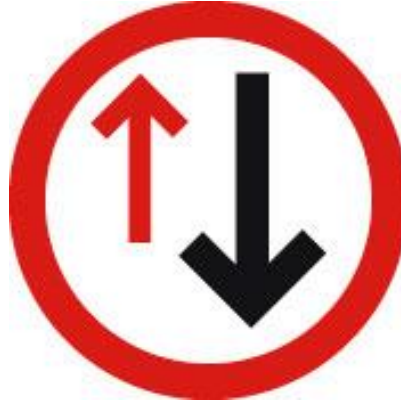
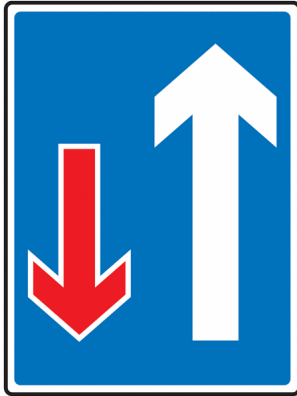
Wall mounted units will be placed at junctions between Town Hall areas such that users can use them as they transition from one area to another

Visors and Aprons

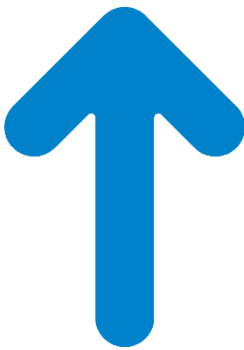
Purchased for MTC staff as required. Cleaning staff will provide their own equipment.

Signage

- Priority movement at doors and pinch points



- Traffic flow symbology



- No entry/no waiting areas - TBD
- General information signage - TBD

Operating Procedures

Social distance management

- Use of one-way system
- 'Policing' key areas
- Activity Lead Responsibilities

Conditions of entry for the public

- Stated conditions on notice boards
- Use of hand sanitisers

Cleaning Regime

We need a regime of regular cleaning of touch points during the day. Door handles/push plates, counter tops, hand rails, etc. Disinfectant should be used with single-use paper towels, which should be disposed of in a pedal bin. This is in addition to the regular cleaning routine.

PPE should be worn for cleaning – single use apron (sadly plastic) or a tabard that is worn once and then laundered, gloves and a mask, preferably also with eye protection.

We should put cleaning schedules in place for:

- General background regular cleaning
- Related to activities and specific use

We should also define cleaning responsibility split (MTC staff, Activity leads)

Detailed Opening Plans

Jackdaw Café

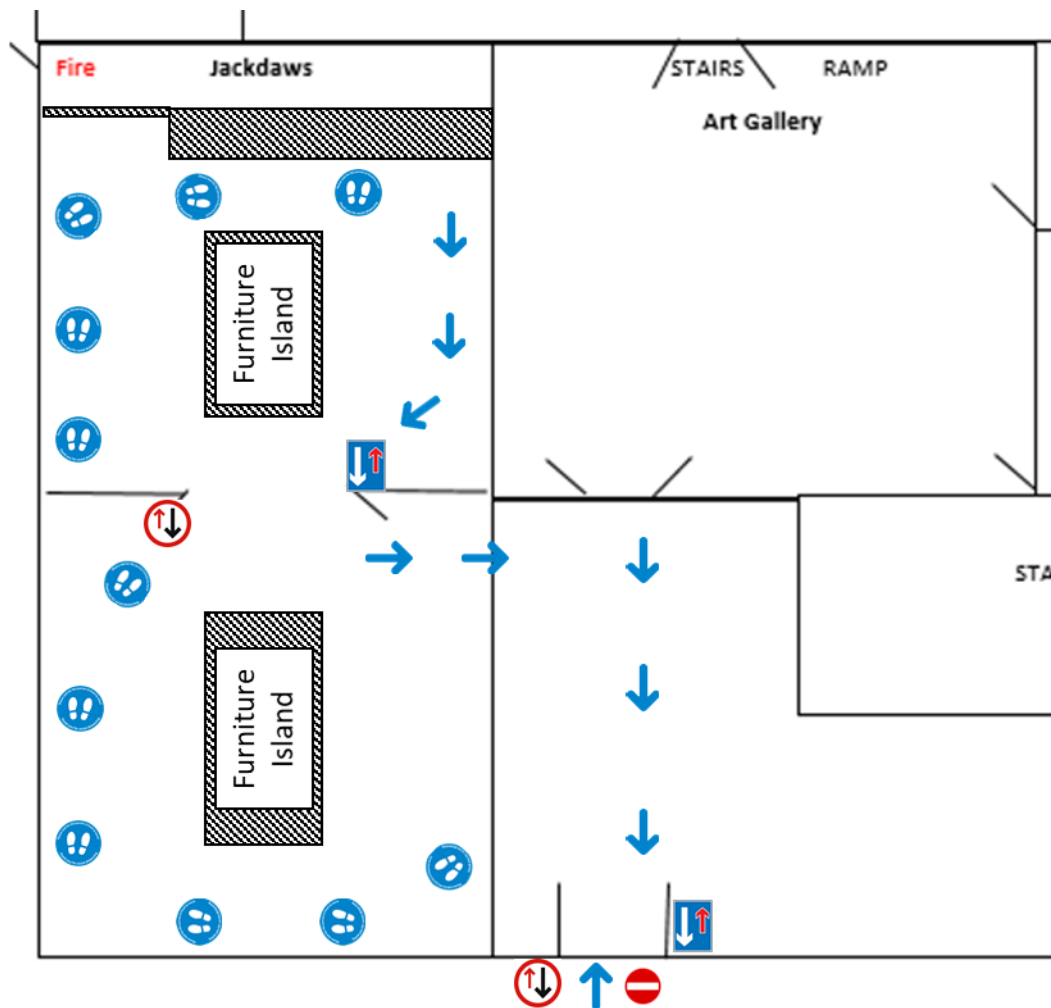
Guidelines and regulations

GOV.uk Coronavirus (COVID-19) Guidance and support: Restaurants offering takeaway or delivery.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

Signage and equipment

Access to the Café will be via a single front entrance with floor markings (stickers) designating a one-way pedestrian route that will ensure social distancing for customers.



The management of safety precautions for the Jackdaws staff will be the responsibility of the Café management. This will include PPE provision for Café staff as well as screening and contactless payment arrangements at the serving point.