

## **BMSDC COVID-19 – Debenham Leisure Centre**

**Babergh and Mid Suffolk District Councils (BMSDC) have a duty of care to ensure the space used by Members of the Public, Councillors and Staff are COVID-19 Secure and safe. But each person is responsible for their own health and safety and that of those around them.**

**You must only use seats marked for use and follow signs and instructions which are on display.**

**The following specific guidance must be adhered to:**

- On arrival use the main entrance.
- Whilst in the Community Centre you are required to wear your face covering (unless you have an exemption) when inside in all parts of the building when you are moving around. (including the access routes, communal areas, cloakroom facilities, etc.)
- Once seated at your desk/ seat you can take off your mask.
- Use the sanitizer inside the entrance and then sign in.
- Please take care when moving through the building to observe social distancing – remaining a minimum of 2m apart from others.
- Keep personal possessions and clothing away from other people.
- Do not share equipment including pens, staplers, etc.

### **Health and Hygiene**

- Wash your hands regularly for at least 20 seconds especially after entering doors, using handrails, hot water dispensers, etc.
- If you cough or sneeze use tissues to catch coughs and sneezes and dispose of safely in the bins outside the floor plate. If you develop a more persistent cough please go home and do not remain in the building.
- If you start to display symptoms you believe may be Covid 19 you must, clear up your belongings, go home and follow normal rules of isolation and testing.

- NHS COVID-19 App. You are encouraged to use the NHS C-19 App. To log your location and to monitor your potential contacts should track and trace be necessary.

