



Test and Trace



HELP KEEP THE WINDMILL COVID-19 SECURE

You **MUST NOT** enter the building if you, or anyone in your household, has any of the following COVID-19 symptoms:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

Let's help keep each other safe!

1. You can only enter the building if you are attending a scheduled activity.
2. No spectators or parents picking up children are allowed in the building. Can parents please wait outside.
3. Maintain 2 metres social distancing as far as possible. Take turns and wear a mask when using confined spaces such as corridors, stairs and toilet areas.
4. Use the hand sanitiser provided at the entrance. Wash your hands often.
5. Avoid touching your face, nose or eyes. Wash your hands often.
6. "Catch it, Bin it, Kill it". Put your tissue in a bin. Then wash your hands.
7. Wipe down frequent touch points and surfaces - door handles, tables, other equipment - *before* and *after* your activity. We cannot clean all surfaces between each hire. Wash your hands.
8. Keep your room well ventilated. Close doors and windows on leaving.
9. If you develop COVID-19 symptoms within 7 days of using the Windmill, alert NHS Test and Trace on 119 and the Windmill on 07720 834006 **IMMEDIATELY**.
10. The organiser of the booking must complete an attendance register for each booking including all names and contact numbers and must retain the record for 21 days for NHS Test and Trace.

This is a shared community centre and is used at your own risk.

Thank you for your co-operation.

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