



WATFORD WOMEN'S CENTRE COVID-19 SAFE WORKING POLICY FOR VISITORS TO OUR CENTRE AND TO USERS OF OUR SERVICES OFFSITE

This policy sets out the safe working guidance for visitors who are attending group activities at Watford Women's Centre premises or one of our outreach centres where activities are delivered by WWC staff or volunteers. (Group activities are defined as 3 or more individuals in a single space)

All requirements included in this policy may be overridden by the Government Covid-19 guidelines in place at the time of your visit to Watford Women's Centre.

<p>IF YOU, OR A MEMBER OF YOUR HOUSEHOLD IS SYMPTOMATIC</p>	<p>If any of the following applies you MUST NOT visit Watford Women's Centre (or offsite service)</p> <ol style="list-style-type: none"> 1. A new and continuous cough in the previous 7 days 2. Loss of sense of smell or taste 3. You have tested positive for COVID in the last 21 days. 4. In the last 14days you have been in contact with anyone who has tested positive for COVID – 19 5. Headaches, runny noses, sore throats and fevers.
<p>PERSONAL HEALTH DECLARATION</p>	<p>You must complete and sign a COVID – 19 self-declaration (attached to this policy) before being granted entry to any group setting within WWC. This could be a class, meeting with 3 or more individuals, or other group activity.</p>
<p>NHS LATERAL FLOW TESTS</p>	<p>Lateral flow test kits are now available for all adults for twice weekly testing. We encourage all visitors to accept these tests which can be collected from a local test site or pharmacy or offered for home delivery from https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</p> <p>If you are a learner attending a regular weekly session of face-to-face teaching at the Centre or at an outreach site, you should take a rapid flow</p>

	<p>test on the day of the class prior to attending. WWC can provide these test kits for you if you are an enrolled learner.</p>
NHS TEST AND TRACE	<p>We will display NHS Test and Tract QR Codes around the building. Please download the NHS App and scan the QR Code on entering the building.</p> <p>If you have been contacted by NHS Track and Trace and told to self-isolate, you must NOT visit Watford Women’s Centre or any WWC service delivered off-site.</p> <p>If you develop any COVID symptoms within 48 hours of visiting WWC you must notify us on general@watfordwomenscentre.org.uk</p>
FACE COVERING	<p>Face coverings should be worn at all times in the building unless you are NHS Exempt. If you are exempt, a badge or lanyard must be worn to show this.</p>
HAND HYGIENE	<p>All visitors must sanitise hands upon entering and exiting the building.</p>
SOCIAL DISTANCING	<p>All visitors must make reasonable efforts to comply with measures to prevent the spread of infection. Reasonable social distancing should be followed</p>
ACCESS TO BUILDING	<p>Learners will not have access to the upper floors of the building without permission. Other visitors may have access with prior agreement of an employee and providing this policy is applied.</p>
EQUIPMENT	<p>Staff and visitors should not share any personal equipment this includes pens, books etc.</p>

HEALTH DECLARATION

I confirm that:

1. I am not suffering from any coronavirus symptoms and have not had any symptoms within the last 7 days.
2. I have not (as far as I am aware) been in contact with anyone with coronavirus symptoms within the last 14 days.
3. I am not shielded or have any underlying health conditions which might make me particularly vulnerable to the virus.
4. I have/have not (Please circle which applies) had a single dose of any coronavirus vaccine.
5. I have/have not (Please circle which applies) had both doses of any coronavirus vaccine.

It is essential that you help us to ensure the safety of everyone by following the procedures detailed above. Crucially, anyone attending the building who feels unwell MUST let us know immediately and consider isolation if symptoms of COVID are suspected.

Please read, complete and sign the health declaration.

Name:

Signature Date

Please note: Watford Women’s Centre will only share personal information in the interests of public safety, but will acquire prior consent.