

BCA – ROSE HOUSE COVID PROCEDURES FOR SEPTEMBER 2020

The BCA cleaner will ensure that the building is thoroughly cleaned daily.

The BCA will ensure that PPE waste is suitably disposed of.

The Language school will undertake the following when they are in the building:-

Lavatories to be cleaned regularly, light switches, taps, door locks and flushes.

Common parts, bannisters, the wall in the stair well, front doors etc. to be cleaned regularly.

Desks to be cleaned with anti-bacterial wipes after each class.

Front door and garden doors to be left open when students are entering and leaving and cleaned afterwards.

The Language school have provided hand sanitisers and require that everyone wears a mask in the common parts.

The principal of the Language school explained that each class has to have the details of their students as in track and trace. If we are to hire out to classes then we need to ask the teacher to do the same. Details being emailed to me shortly.

Staggered entry is most important so that people are not gathering in the reception area or on the patio.

For other hirers they need to adopt the same policies as the school

Each hirer is required to take everyone's name and contact details.

They should bring their own sanitisers and spray the room and clean the tables after use. If classes are envisaged back-to-back then the classes need to be staggered to avoid excess contact. Masks should be worn in the common parts.

During lock downs and Tier 2 restrictions only the BCA staff and trustees and people from the English Language School should be the only ones to have access to Rose House.