

### Ownzone Covid-19 Policy and safe system of work

1. Anyone with any Covid symptoms must self-isolate as per the latest government guidelines.
2. All persons working will adopt a high standard of personal hygiene. Hands must be washed thoroughly before and after each session. When entering the building, please ensure hands are washed and where possible use sanitising gel after. Ownzone has gel available on each floor and in each room, but please also bring your own if you have any.
3. It is important to maintain at least one metre distance, or 2 metres if viable, between yourself and anyone else. Please ensure the furniture in the room is arranged to your satisfaction to achieve this.
4. Visitors to Ownzone are asked to support the NHS Test and Trace by providing their name and contact details using the official NHS QR code poster in Reception.
5. Please check with your professional body for specific guidelines for your area of practice. Please also see the latest government advice for face coverings here: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services>
6. When in the common areas of Ownzone (Reception, kitchen, stairwells, landings) if there are other people present, please could members and their clients wear a mask out of respect of others. If you prefer not to wear a mask, please do keep your distance.
7. Only members to use the kitchen and its facilities. All items used from the kitchen must be placed in the dishwasher for proper cleaning.
8. Any contact surfaces touched must be cleaned with antibacterial spray and disposable cloths or wipes to minimise the risk of infection. This must be undertaken every time the room is used. Spray and disposable towels are available in each restroom and the kitchen.
9. You should avoid touching your eyes nose and mouth. Hands should be washed with soap and water for at least 20 seconds after each meeting.
10. If any client with an arranged session is known to have COVID-19 the meeting will not be able to take place until the person has self-isolated.
11. All rooms must be sanitised and well ventilated. Please ask your client(s) to wash their hands. Where possible windows should be opened whilst the rooms are in use.
12. Toilets should be cleaned and sanitised after use by clients.
13. The number of people on site should be kept to a minimum. Where possible only those with a booking should enter the building, family or friends should remain outside.