

ETNA Checklist:



Please follow these clear guidelines to ensure that you keep yourself and others safe during COVID-19, to enable us to continue to open the Centre to the public.
Any failure to do so will result in us cancelling your session at ETNA and more importantly putting others' lives at risk

- Hands to be sanitised upon entering building at **'hand sanitising points'**
- We have provided **THERMOMETERS** – PLEASE check everyone entering the Centre, they are located on each floor
- Clean all door handles, surfaces, light switches, intercom at the start and end of your session with the anti-bacterial wipes provided
- It is your responsibility to manage the number of people in your session to ensure social distancing is possible in line with Government guidelines
- Open windows before your session as a ventilated room is preferable and **REMEMBER** to close them afterwards
- Hands to be washed regularly for 20 seconds minimum
- Please keep a record of the names/contacts details for your clients – this is to ensure we can **'track and trace'**
- Face Masks are **COMPULSORY** (unless you have a health condition that prevents you wearing one) in **ALL** communal spaces
- Social Distancing – please ensure you keep **2 metre** apart at all times

- DO NOT use rooms unless you have a booking
- DO NOT leave rubbish lying around, BIN IT!
- If you feel unwell then stay at home – FOLLOW GOVERNMENT GUIDELINES, do not put others at risk

ETNA has the right to close the building at no notice if it is deemed necessary

Please let us know if you are concerned about anyone's actions or if you have any suggestions for improvements – this is a team effort to allow us all to continue using ETNA in a safe way info@etnacentre.org