

## FACILITATOR GUIDANCE SHEET

We have put together the following guidance notes for the health, safety and wellbeing of our customers and all STC staff are here for your support:

- **Signing in;** on arrival all attendees are required to sign in at reception. There will also be the NHS QR code which can be scanned, although this is no longer law.
- **Hand sanitiser;** there are various points throughout the building, please continue to use this regularly, especially after leaving and entering the room.
- **Social distancing;** whilst social distancing rules are no longer mandatory we request that in shared spaces you keep to a safe distance.
- **Masks/face covering;** We politely request that you continue to wear a face covering when moving around the communal areas of the building.
- **Use of water machines;** please advise your group to use the anti-bacterial wipes before each use.
- **Managed toilet breaks;** we only have a small number of toilets so please manage your group with small groups attending the toilets at one time.
- **Signage;** remind your group at regular intervals of the signs displayed in the centre and ask everyone to adhere to them.
- **Refreshment areas;** please ensure a staggered visit to the refreshment area.
- **Technical equipment;** there will be anti-bacterial wipes on hand if more than one person is using the equipment, before and following each use.
- **Ventilation;** open all available windows at all times to promote flow of air in rooms and throughout the building.