

# ACAVA

## Maxilla Men’s Shed

### COVID 19 – Operating Safely Policy

#### **Aims:**

To open Maxilla Men’s Shed to existing users for whom it is safe to attend.

Provide safe access to the workshop and equipment for users

Supporting creative activity that promotes mental health and wellbeing, facilitating safe social contact

To continue to grow the Maxilla Men’s Shed community, in a safe and sustainable way post-Covid

#### **1. Who can attend Maxilla Men’s Shed?**

**Objective:** To ensure that only users who are safe to attend the shed, attend in person

The following people are advised **not** to attend the Shed:

- Those displaying Coronavirus Symptoms, or living with someone displaying symptoms, must not attend and must follow the latest government advice on self-isolating at home. Symptoms include:
  - a new continuous cough
  - a high temperature
  - a loss of, or change in, your normal sense of taste or smell (anosmia)
- Clinically extremely vulnerable people, those people who have specific underlying health conditions that make them extremely vulnerable to severe illness if they contract COVID-19. Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP. *Users who fall into this category will be kept in touch with via phone, and we will find ways to support you to continue with/ engage with projects from home*
- Clinically vulnerable people: Refers to people who may be at increased risk from COVID-19, including those aged 70 or over and those with some underlying health conditions. *These users will need to discuss accessing the Shed with the Shed Programme Manager, where possible we will find a way for you*

*to access the Shed safely, or we will work to support you to continue with / engage with projects from home*

## **2. Social distancing at Maxilla Men’s Shed**

**Objective:** To maintain 1m social distancing wherever possible, including while arriving at and departing from, while in Maxilla Men’s Shed, and when travelling between sites.

You must maintain social distancing in the Maxilla Men’s Shed wherever possible.

Where the social distancing guidelines cannot be followed in full in relation to a particular activity, Maxilla Men’s Shed will consider whether that activity needs to continue, and, if so, take all the mitigating actions possible to reduce the risk of transmission between users.

Mitigating actions include:

- further increasing the frequency of hand washing and surface cleaning
- keeping the activity time involved as short as possible
- using screens or barriers to separate people from each other
- using back-to-back or side-to-side working (rather than face-to-face) whenever possible
- reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others)
- Social distancing applies to all parts of a Maxilla Men’s Shed, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing.

## **3. Coming to and leaving Maxilla Men’s Shed**

**Objective:** To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.

Steps that will usually be needed:

- Staggering arrival and departure times at Maxilla Men’s Shed to reduce crowding into and out of the space, taking account of the impact on those with protected characteristics
- Providing a parking space at Blechynden St for the most needy, and encourage use of bike racks to help users walk, run, or cycle to the Shed where possible, avoiding use of public transport
- Providing adequate storage for users clothes and bags
- Using markings and introducing one-way flow at entry and exit points
- Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points and not using touch-based security devices such as key-pads

#### **4. Moving around ACAA Maxilla Studios building and Shed site**

**Objective:** To maintain social distancing wherever possible while people travel through the space.

Steps that will usually be needed:

- Reducing movement by discouraging non-essential trips within buildings and sites
- Restricting access between different areas of a building or site.
- Introducing one-way use of corridors

#### **5. Workstations and workbenches**

**Objective:** To maintain social distancing of 1m between users when they are at their workstations/workbenches.

Workstations should be assigned to an individual and not shared. If they need to be shared, they should be shared by the smallest possible number of people while maintaining 1m distance between each other

Steps that will usually be needed:

- Review layouts and processes to allow people to work further apart from each other.
- Using floor tape or paint to mark areas to help workers keep to a 1m distance.
- Arranging people to work side by side or facing away from each other rather than face-to-face.
- Managing occupancy levels to enable social distancing.
- Sanitising workstations between different occupants including shared tools and equipment.

#### **6. Meetings (all users)**

**Objective:** To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.

Steps that will usually be needed:

- Using remote working tools to avoid in-person meetings.
- Only if absolutely necessary participants should attend meetings and should maintain 1m apart throughout.
- Avoid transmission during meetings, for example avoiding sharing pens and other objects.
- Providing hand sanitiser/ access to hand washing facilities in meeting rooms.
- Holding meetings outdoors or in well-ventilated rooms whenever possible.

- For areas where regular meetings take place, using floor signage to help people maintain social distancing.

## 7. Common areas

**Objective:** To maintain social distancing while using common areas.

Steps that will usually be needed:

- Working collaboratively Maxilla artists/ studio holders to ensure consistency across use of common areas (see ACAVA-wide Covid-Policy)
- Staggering break times to reduce pressure on common areas.
- Using safe outside areas for breaks.
- Creating additional space by using other parts of the space or building that have been freed up.
- Encouraging users to bring their own food and drink.
- Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.
- Encouraging storage of personal items and clothing in separate storage spaces.

## 8. Accidents, security and other incidents

**Objective:** To prioritise safety during incidents. In an emergency, for example, an accident or fire, people do not have to stay 1m apart if it would be unsafe.

People involved in the provision of assistance to others should pay close attention to sanitation measures immediately afterwards including washing hands.

## 9. Managing visitors and contractors

**Objective:** To minimise the number of unnecessary visits.

Steps that will usually be needed:

- Encouraging visits via remote connection/working where this is an option.
- Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.
- Limiting the number of visitors at any one time.
- Limiting visitor times to a specific time window and restricting access to required visitors only.
- Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.
- Maintaining a record of all visitors, if this is practical.
- Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.

## **10. Providing and explaining available guidance**

**Objective:** To make sure people understand what they need to do to maintain safety.

Steps that will usually be needed:

- Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.
- Establishing host responsibilities relating to COVID-19 and providing any necessary training for users who act as hosts for visitors.
- Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.
- Coordinating and working collaboratively with Maxilla artists and studio holders.

## **11. Cleaning the workplace- before reopening**

**Objective:** To make sure that Maxilla Men’s Shed is clean and ready to restart, including:

- An assessment for all areas that have been closed, before reopening The Shed.
- Carrying out cleaning procedures and providing hand sanitiser before restarting work.
- Checking whether we need to service or adjust ventilation systems, for example.
- Opening windows and doors frequently to encourage ventilation, where possible.

## **12. Keeping the Shed clean**

**Objective:** To keep the shed clean and prevent transmission by touching contaminated surfaces.

Steps that will usually be needed:

- Frequent cleaning of work areas and equipment between uses, using usual cleaning products.
- Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, tools and keyboards, and making sure there are adequate disposal arrangements.
- Clearing workspaces and removing waste and belongings from the work area at the end of a session or meeting.
- Limiting or restricting use of high-touch items, tools and equipment.

- If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance.

### **13. Hygiene: handwashing, sanitation facilities and toilets**

**Objective:** To help everyone keep good hygiene through the working day.

Steps that will usually be needed:

- Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
- Providing regular reminders and signage to maintain personal hygiene standards.
- Providing hand sanitiser in multiple locations in addition to washrooms.
- Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.
- Enhancing cleaning for busy areas.
- Providing more waste facilities and more frequent rubbish collection.
- Providing hand drying facilities – either paper towels or electrical driers.

### **14. Handling goods and materials**

**Objective:** To reduce transmission through contact with objects that come into the workplace

Steps that will usually be needed:

- Cleaning procedures for goods and merchandise entering the site.
- Introducing greater handwashing and handwashing facilities for users handling goods and materials and providing hand sanitiser where this is not practical.
- Restricting non-shed deliveries, for example, personal deliveries to users.

### **15. Personal protective equipment (PPE) and face coverings**

PPE protects the user against health or safety risks in the Shed. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.

Where we are already using PPE in shed activity to protect against non-COVID-19 risks, we will continue to do so. Do not share PPE, each user or visitor requiring PPE should have their own. Where items such as goggles can be reused, they must be thoroughly cleaned between uses.

## Face coverings

The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context.

Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.

If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.

Users will be encouraged to wear one if they are able to, they will be advised:

- To wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it
- when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
- change your face covering if it becomes damp or if you've touched it
- continue to wash your hands regularly
- change and wash your face covering daily
- if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste
- practise social distancing wherever possible

You can make face-coverings at home. [Find guidance on how to wear and make a face-covering on GOV.UK.](#)

## 16. Session and activity times

Objective: To change the way activities are organised to create distinct groups and reduce the number of contacts each user has.

Steps that will usually be needed:

- As far as possible, split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.
- Identifying areas where people directly pass things to each other, for example tools, and finding ways to remove direct contact, such as using drop-off points.

## 17. Deliveries

**Objective:** To help those delivering to users homes or partner organisation premises to maintain social distancing and hygiene practices.

Steps that will usually be needed:

- Putting in place procedures to minimise person-to-person contact during deliveries to other sites.
- Maintaining consistent pairing where 2-person deliveries are required.
- Minimising contact during exchange of materials/ equipment, through no contact hand-over.

## **18. Communications and Training - Returning to the Shed**

**Objective:** To make sure all users understand COVID-19 related safety procedures.

Steps that will usually be needed:

- Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.
- Engaging with users through existing communication routes to explain and agree any changes in access arrangements.
- Developing communication and training materials for users prior to returning to site, especially around new procedures for arrival at the Shed.

## **19. Ongoing communications and signage**

**Objective:** To make sure all users are kept up to date with how safety measures are being implemented or updated.

Steps that will usually be needed:

- Ongoing engagement with users to monitor and understand any unforeseen impacts of changes to shed environments.
- Awareness and focus on the importance of mental health at times of uncertainty. The government has published [guidance on the mental health and wellbeing aspects of coronavirus \(COVID-19\)](#).
- Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.
- Using visual communications, for example whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.
- Communicating approaches and operational procedures to suppliers and partners to help their adoption and to share experience.

## **Definitions**

**Users:** Refers to all people who may access Maxilla Men’s Shed, including ACAVA staff, Shed members, visitors, volunteers and staff from partner organisations.

**Common areas:** Refers to areas and amenities which are provided for the common use of more than one person including reception areas, meeting rooms, areas of worship, toilets, gardens, fire escapes, kitchens and storerooms.