



MOTE CLUBHOUSE COVID-19

Accountability

Overview

Our Preparedness Plan follows World Health Organization (WHO) as well as UK government guidelines related to COVID-19:

- Management Committee;
- Risk Assessment;
- Infection Prevention Measures;
- Staff Checklists;
- Cleanliness;
- Visitors;
- Instances of Suspected & Confirmed Infections;
- Summary;
- Information Sources;

Management Committee

COVID-19 has been managed and preventions implemented by a formed committee.

- Mickey Back / Carol McKenzie
 - Chair of House Mote CC & MFC
- Paul Heynes
 - Mote CC Officer & Trustee
- Trevor Marvin
 - Premises Licensee
- Lewis Bone
 - Mote CC
- Craig Tuffrey
 - MFC Officer & Chairman

Risk Assessment - High

Risk Level	Area	Mitigation	Level After Mitigation
HIGH	Restroom <ul style="list-style-type: none">- Surfaces- Door handles	<ul style="list-style-type: none">• Sanitiser provisions• Cleaning after every use• Cleaning Rota	Low
HIGH	Bar <ul style="list-style-type: none">- Surface- F2F close contact	<ul style="list-style-type: none">• Screens / Barriers• Order on one side of bar only• Staff PPE• Regular disinfecting of area	Low
HIGH	Seating <ul style="list-style-type: none">- Surfaces- Proximity to others	<ul style="list-style-type: none">• Spacing of tables and chairs• Cleaning after every use	Low

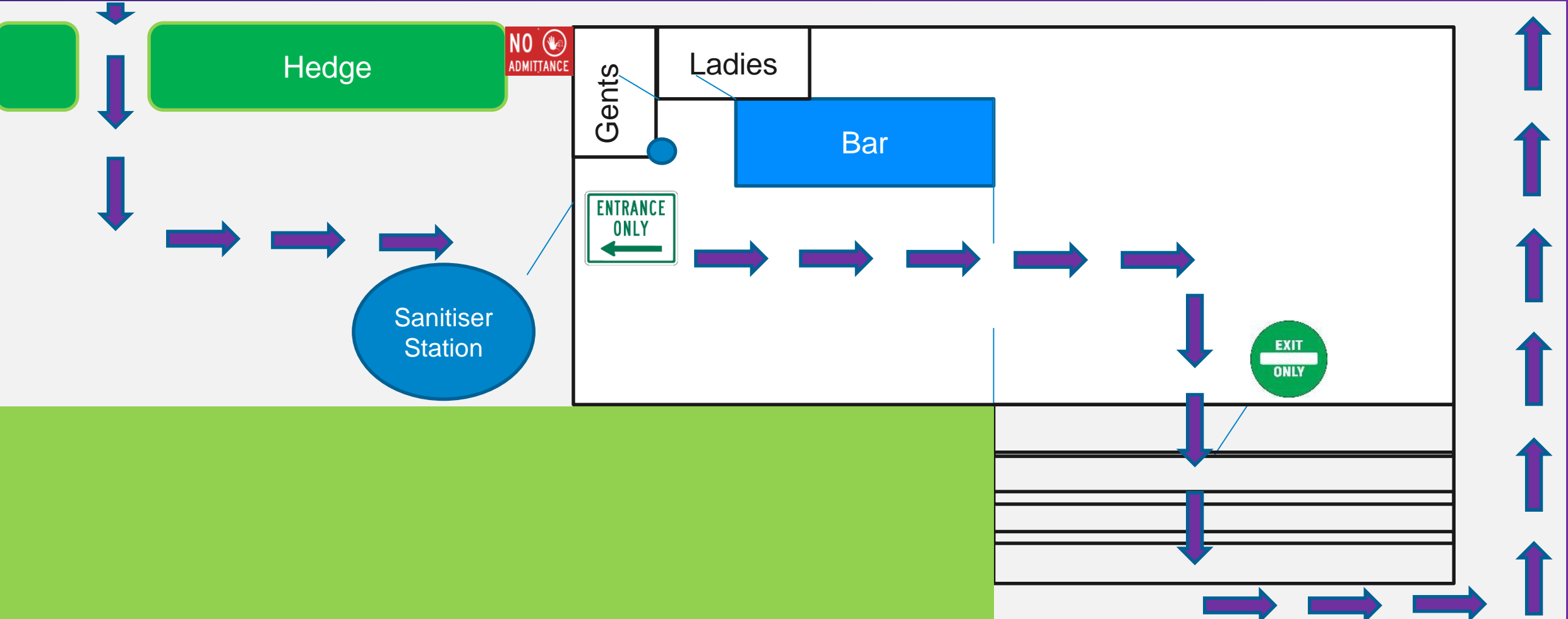
Risk Assessment - Medium

Risk Level	Area	Mitigation	Level After Mitigation
Medium	Bar - Paper money transactions	<ul style="list-style-type: none">• Contact payment only	Low
Medium	Doors	<ul style="list-style-type: none">• To remain open• Regular cleaning	Low
Medium	Clubhouse capacity	<ul style="list-style-type: none">• Limit to 20 customers and 10 staff/committee members inside at all times	Low
Medium	Clubhouse - Light switches	<ul style="list-style-type: none">• Staff to operate• Clean after use	Low
Medium	Clubhouse - Televisions	<ul style="list-style-type: none">• Staff to operate via remote only	Low

Risk Assessment - Low

Risk Level	Area	Mitigation	Level After Mitigation
Low	Outside Seating - Proximity	<ul style="list-style-type: none">• Tape off seats	Low
Low	Surrounding areas - Proximity - Grounds	<ul style="list-style-type: none">• Enforce one way system• Encourage social distancing	Low
Low	Kitchen - Surfaces - Proximity	<ul style="list-style-type: none">• Increase frequency of cleaning per established checklist• No more than three people in the kitchen at all times	Low

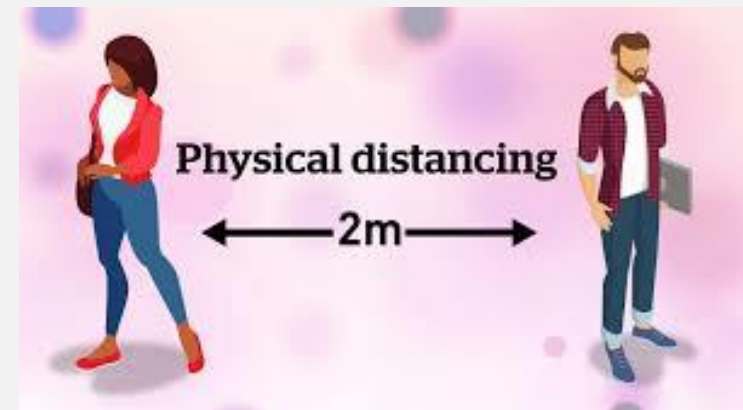
Prevention Measures – One Way Map



Cricket Outfield

Prevention Measures – Distancing & Cleanliness

- Taped floor
 - Arrows depicting footfall directional flow
 - 2m distancing guide
 - Limit area around bar
- Traceability
 - Sign in book for traceability in event of infection.
- Signs
 - Displaying entrance and exits
 - Encouragement to exercise good hygiene
- Physical Distancing
 - Table and seating spacing
 - No more than 3 people in kitchen
 - Six foot rule
 - No more than 20 customers inside at all times



Staff Checklists

- Information
 - Relevant information and checklists provided in folder.
 - Staff given accurate information on infection spread and trained on implications.
 - Staff aware of symptoms & have authority to eject suspected cases.
 - Persistent cough
 - High fever
 - Shortness of breath
 - Additional cleaning information & checklists in place.

Cleanliness

- Products provided
 - Sanitiser provided 60% alcohol level or higher
- Disinfection
 - For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective
 - Non-porous surfaces
 - Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
 - Soft-porous surfaces
 - Carpeted floors should have visible contamination removed with appropriate cleaners indicated for use on these surfaces
 - Hand Washing
 - Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap
 - Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails
 - Scrub your hands for at least 20 seconds. If you need a timer, hum the “Happy Birthday” song from beginning to end twice
 - Rinse your hands well under clean, running water
 - Dry your hands using a clean towel or air dry them

Visitors – Non Customers

- Permitted visitors
 - Delivery personnel
 - Maintenance & Pest control
 - Officers of the emergency services
 - Grounds personnel
 - Committee members
 - Trustees
- Direction
 - Information and direction should be given to them on our procedures to lower the risk of infection.
 - They must follow these requested guidelines or can be asked to leave the premises.

Instance of Suspected & Confirmed Infection

- Suspected
 - Individual asked to leave premises at once.
 - Deep clean of all surfaces.
- Confirmed.
 - Clubhouse closed for fourteen days.
 - Deep clean of all surfaces.
 - Customers & staff present within timeframe contacted.

Summary

- Measures in place for capacity limitations.
- Additional cleaning implementation.
- Infection Control Assessment.
- Distancing measures.
- Approved quality of sanitising aides.
- Prop open any common doors where possible.
- PPE Masks encouraged.
- Plan to be expanded upon allowance of changing rooms and showers at a later date.
- Clubhouse Shutdown based on verified diagnosis.

Information

- www.cdc.gov/coronavirus/2019-nCoV
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- <https://www.gov.uk/coronavirus>
- <https://coronavirus.data.gov.uk/>
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

THANK YOU