**Procedures if someone becomes unwell with COVID-19**

**Test and Trace: All groups are asked to assist NHS Test and Trace by keeping a temporary record of who attends any session for 21 days and to provide that data to NHS Test and Trace if needed. (It is not compulsory for people to provide information but could help contain outbreaks.)**

**In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should:**

**a) Send them home immediately. Tell them that they must report their symptoms to NHS and arrange for a Covid-19 Test**

**b) Ask other members of your group to provide their contact details if you do not have them**

**c) Ask the rest of your group to leave the premises, observing the usual hand sanitising and social distancing precautions**

**d) Advise them to launder their clothes when they arrive home**

**If the unwell person needs to wait for a lift: -**

**1) Put on a mask, face shield, gloves & apron to protect yourself.**

**2) Remove them to a safe waiting area. This will be decided by the User Group organiser. Ideally it will be outside, but in the event of inclement weather it should be in the kitchen.**

**3) Provide the unwell person with paper towels, a plastic rubbish bag, a bowl of warm water & soap.**

**Once the unwell person has been collected :-**

**1. Remove gloves, apron and face mask to a rubbish bag\***

**2. Leave face shield on top for disinfection**

**3. Wash your hands for at least 20 seconds with warm soapy water**

**4. Clean all surfaces that the unwell person has been in contact with**

**5. Ensure that all other areas that your group have used are cleaned down as usual**

**6. Once home - launder all your clothes and wipe down and disinfect your car**

**7. inform the incumbent, Church warden or Lynne Hadfield of the situation.**

**\*Note that the waste should be double bagged and kept for 72 hours before being collected.**

**It is likely that the Hall will need to be closed until any test results are confirmed and whether or not a deep clean of the premises is required.**