



# FISHGUARD BAY YACHT CLUB

## Policy for the Function Room and Kitchen



This policy is intended so that these areas can be used in a safe manner.

### Track, Trace and Protect

- \* It is a legal requirement that we collect the contact details (including the date and times of the visit) of anyone who remains on the premises for a length of time
- \* To this end, QR code posters are visible and their usage for Track, Trace and Protect purposes is encouraged
- \* Alternatively, there is a logging-in book which must be filled in by everyone who comes in if they have not used the QR code.

### Social Distancing

- \* Posters reminding members about the need to keep a distance of 2 metres are visible and everyone is expected to respect the space of those around them
- \* There is a one-way system in place which is clearly sign-posted
- \* The function room is sectioned off with floor tape and users must remain within their area whilst exercising unless using the toilet facilities
- \* Not more than one person should be in the kitchen at any time

### Cleanliness

- \* In order to keep everyone as safe as possible, it is vital that all users adhere to the highest standards of cleanliness.
- \* Hand sanitisers are available at all entry and exit points and should be used
- \* Disinfectant wipes/spray are available, and all equipment must be wiped down before and after use
- \* You will need to keep your water bottle and kit bag within your designated space at all times
- \* You are welcome to bring your own food and drink for use within the kitchen area only but please remember to leave all surfaces and equipment as clean as you find it and take all your rubbish home with you

### Facilities

- \* The two toilets just outside the function room (to the left) are available for use.
- \* The urinals, gentlemen's and ladies' cloakrooms are not open and must not be used

Please note: All users are reminded to keep doors open and to open windows to ensure a good airflow throughout the area

If anyone has any queries or is uncomfortable about how other users are using the area, they should contact Martha Owen (07985 225940) who will answer questions or deal with the situation.