

# COVID-19 STATEMENT & POLICY

The health and safety of our members, visitors and staff is our foremost priority. Given the current risks posed by COVID-19, we have embedded government guidance into all of our operations plans and practices, to ensure that the highest standards of safety and cleanliness are followed.

All site users and visitors will be asked to confirm that they will follow Government guidance on work, travel and social distancing; in order to minimise the risk to themselves and other users of Mission Kitchen.

We will be adapting our normal operating plans with measures including:

## **Physical Distancing**

- Limiting the capacity of the site, and managing the number of people entering the space, to reduce crowding and enable social distancing guidance can be followed.
- In line with government guidance, conducting business online where possible such as events, workshops, and meetings. Site users should only use the site for professional purposes and if they cannot reasonably work from home.
- Embedded social distancing principles into the design and layout of the space.
- Installing signage throughout the space to facilitate one-way systems and social distancing in all shared areas.
- Keeping non-essential shared areas closed until risk levels reduce.
- Enabling social distancing in the shared areas that must remain open, for example toilets and locker rooms, through capacity limits and signage.
- Providing access to large outdoor areas for meetings and breaks.

## **Reporting**

- We have a site-specific NHS Track and Trace QR code displayed at the entrances to the building, as well as the first-floor entrance and all visitors will be asked to register their details for track and trace purposes.
- No one should enter the site if they are displaying any of the COVID-19 symptoms.
- If any of the users of the site develops symptoms within 48 hours of visiting the site, they should report this to our management team to determine next steps.
- If this person is on-site when they develop symptoms, they will be asked to exit the building immediately, self-isolate and follow the most up-to-date NHS guidance.
- We ask that any affected members work with Mission Kitchen to trace all contacts and space usage for the previous 72 hours.
- We will share this information, as well as all contact and space usage, with other Members, however, the identity of the individual will be kept confidential.

2<sup>nd</sup> February 2021

## **Cleaning**

- We have enhanced our cleaning protocols to ensure regular deep cleaning and sanitisation of the site with anti-viral products.
- Each night, all spaces will be thoroughly cleaned and sanitised. Particular attention will be paid to high-touch items and shared areas.
- If we are cleaning after a known or suspected case of COVID-19, then we will do so in line with specific government guidance. Providing access to large outdoor areas for meetings and breaks.

## **Hygiene**

- There are dedicated handwash stations throughout the space and all site users will be encouraged to regularly and thoroughly wash their hands with disinfectant soap.
- Face coverings are compulsory for all people working within or moving through the space. If you are eating, drinking or sitting alone at a distance of more than 1.5m from other users, you may remove your mask.
- The space will be heavily ventilated with a high specification commercial ventilation system which recreates a fresh air flow by bringing in fresh air in, not recirculating it.
- We have installed protective screens between our shared kitchen work benches and desks to add extra protection.
- We will have clear, easy to follow signs and posters to build awareness, displayed around the space.

We are implementing these new ways of operating to ensure the lowest risk for our members, employees, and the general public. There is, however, always a risk of transmission either inside or outside of our spaces. By entering Mission Kitchen you accept that this risk remains, but commit to doing your part to bring this risk down collectively with the other members and our team.

We are continuing to closely monitor guidelines from Government and Health organisations and will be updating our policies accordingly. Thank you for your help in keeping Mission Kitchen COVID-secure and helping to stop the spread of the virus.

## **The Mission Kitchen Team**