

**KWMC The Factory**  
**Building and COVID Safety Guidance**  
**October 2021**

We are delighted to be able to begin to welcome people back inside The Factory. We are doing this on a controlled, phased basis, around our refurbishment which continues until the end of the year.

Whilst national COVID-19 rules have changed recently, COVID cases remain high in our area and therefore for the benefit of our community, staff and visitors, we will be maintaining COVID safety measures at The Factory until further notice. This guidance is additional to the health and safety information provided as part of any membership agreements, joining instructions or briefings. If you have any questions regarding this guidance, please contact us at [thefactory@kwmc.org.uk](mailto:thefactory@kwmc.org.uk)

**Appointment system**

- Only come to The Factory if you have a confirmed booking or meeting with a member of staff and please adhere to the times of this booking. We cannot accept drop-in visitors at this time or the guests of booked visitors. Please sign the sign-in sheet upon arrival.

**Building Precautions**

- While every effort is being made to ensure your safety during our refurbishment, we are still a work in progress. Please be mindful of any additional hazards, dust and noise and let us know if you require any additional assistance. Pay attention to safety briefings and guidance provided by our team and ask if you have any questions. Children must be supervised by an accompanying adult at all times.

**COVID Precautions**

- Do not enter the space if you or someone you have been in contact with has COVID symptoms or you have been asked to self-isolate. Stay home and follow the national rules on self-isolation here: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
- Please check-in on the NHS COVID-19 Track and Trace QR code on arrival at The Factory.
- Keep your distance from other people (2 metres apart where possible, 1 metre as an absolute minimum but with extra measure in place and with the consent of the other person).
- Unless exempt please wear a face covering at all times (please bring your own but if you forget we have some spares). The face covering must cover your mouth and nose. Please take your face covering away at the end of your session for disposal or cleaning. We ask all adults to observe this rule and encourage children to where they are comfortable to do so (we have a small supply of children's face masks available).
- Please wash your hands regularly using the bathroom sink and/or the hand sanitiser provided
- Please do not eat meals in the space (refreshments are permitted). There are outdoor benches available to eat your lunch around the Business Park.
- We will ask you to clean kit and workstation with the antibacterial spray provided at the end of your session.

**Thank you** for playing your part in keeping The Factory safe!