



Building and COVID-19 Safety Guidance

Last updated: 10th January 2022

About this guidance

We are delighted to be able to continue welcoming people back inside The Factory. We are doing this on a controlled, phased basis, around our refurbishment which continues until late spring. This document tells you the measures we have put in place to keep everyone safe. It will be updated as required and posted in the same place on our website, so do check it before each visit for any changes.

As well as our ongoing development work, 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, inductions or safety briefings. If you have any questions regarding this guidance, please contact us at thefactory@kwmc.org.uk

Admission to the Factory is only permitted where this guidance is adhered to. You will be asked to leave if you do not comply with these measures.

Thank you for your patience and co-operation as we navigate the path ahead together.

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 close 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.
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Appointment system

- Only come to The Factory if you have a confirmed booking or meeting with a member of staff.
- 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 and departure.

COVID-19 precautions

To help stop the spread of COVID-19, Factory staff will be regularly cleaning surfaces with disinfectant sprays, increasing ventilation and testing themselves on a routine basis. COVID precautions are the responsibility of everyone and we ask that our visitors adhere to the following rules when using our facilities.

- Do not enter the Factory space if you or someone you have been in close contact with has COVID-19 or you have symptoms and are awaiting the results of a test. You must also stay at home if you have been asked to self-isolate.
- We ask that wherever possible, anyone booked to visit The Factory takes a lateral flow test in advance (not more than 24 hours before entering the space). The Factory carries a very small supply of these tests to use if you do not have one at home. If you wish to do a test on the day from our supply, please indicate this when requesting a booking. You will be asked to complete the test outside and wait there until the test is complete (usually 15 - 30 minutes).
- Wear clothes which will allow for you to be sat close to open windows in comfort. The necessity to maintain airflow through open windows will result in a drop in the ambient temperature in the Factory so do dress accordingly. We are happy to provide complimentary hot drinks if you need to warm up.
- Keep your distance from other people (2 metres apart at all times, 1 metre as an absolute minimum with the consent of the other person, where unavoidable).
- 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 as well where they are comfortable to do so (we have a small supply of children's face masks available).
- If you have an exemption from wearing a face covering, we will offer you a clear, lightweight visor to wear to offer some protection to yourself and others. The wearing of this visor is optional. The visor option is only available to people with a medical exemption from wearing a fabric mask.
- You may eat food in the kitchen area which is downstairs in Unit 24. There are also outdoor benches outside the Business Park reception area. Please wash up after yourself and take any leftover food home with you.
- Please check-in on the NHS COVID-19 Track and Trace QR code on arrival at The Factory.
- Please wash your hands regularly using the bathroom sink and/or the hand sanitiser provided. Kitchen sinks are for food and beverage preparation only.
- 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!