

Suspected COVID-19 treatment plan

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

1. Send them home immediately
2. Ask other members of your group to provide their contact details (if you do not have them)
3. Ask the rest of your group to leave the premises, observing hand sanitising and social distancing precautions
4. Advise them to launder their clothes when they arrive home
5. **Inform the Hall's Management Committee Chair on 01524 781306**
6. If the unwell person needs to wait for a lift:
 - Remove them to the safe waiting area, which is in the entrance lobby – a chair, washing bowl and COVID-19 kit will already be there
 - Put on a mask, face shield, gloves and apron to protect yourself
 - Provide the unwell person with tissues, a plastic rubbish bag, a bowl of warm water and soap for hand-washing, and paper towels
 - Do not allow any other person to enter the hall
7. Once the unwell person has been collected:
 - Remove your gloves, apron and face mask to the rubbish bag*
 - Leave the face shield on top of the bag for disinfection
 - Wash your hands for at least 20 seconds with warm soapy water
 - Wait for the Hall Chair to arrive.
 - Once home launder all your clothes and wipe down disinfect your car

***Note that the waste should be double-bagged and kept for 72 hours before being collected. Do not put COVID-19 symptom waste into the BIFFA bin.**