



The Clifton Club COVID-19 Policy & Guidance

The Club Directors, Management Team and I have made every effort to maintain and uphold the Club ethos and spirit throughout this pandemic and are working hard to re-open a safe and compliant Club building for you all to enjoy at a time that is safe and suitable to do so.

This will involve an adaptation to a new practice from all, as well as a fresh approach to operating within a controlled environment. Within everything we have considered and implemented the priority is the health and safety of our Members, their guests, and our Staff.

This document outlines our implemented COVID-19 control measures and details the procedures, practices, and responsibilities of those visiting and working within the facilities.

We all are looking forward to opening the doors again, reinstating routine and warmly welcoming our Members back to continue to enjoy our Club facilities.

This policy will be reviewed on regular basis taking in the consideration the prevailing trends and Government advice.

The Chairman & Board of Directors

Control Measures

- a. Cleaning & Hygiene
- b. Social Distancing
- c. Personal Protective Equipment (PPE)
- d. Employee Training & Practices
- e. Record, Review & Update

Control Measures

a. Cleaning & Hygiene

- A thorough clean of the building will be carried out daily with an enhanced focus on cleaning and sanitising all doorknobs, banisters, keypads, and common surfaces being sanitised to a COVID-19 standard.
- Regular cleaning and sanitising of all communal rooms will happen throughout the day.
- All seating areas and worktables will be sanitised between Member use.
- We ask all Members, Guests, Visitors and Staff to adopt a rigorous hand washing practice, using the products and facilities provided regularly.
-

b. Social Distancing

- Anyone inside the main Club Rooms and corridors is asked to maintain the recommended 2-metre social distance other from Members, Guests, Visitors and Staff, where 2 metres is not possible a safe distance of 1 metre plus should be maintained.
- The Club has adapted a one-way system around the building, and we ask this is adhered to at every opportunity. Fire exits will remain active and accessible in the event of an emergency.
- The layout and configuration of each room has been redesigned to allow suitable spacing between Members, Guests and Visitors



- Directional signage and markers are on display to reinforce these measures to include indicators of where there may be a requirement to form a queue.
- Any stairs and corridors that do not allow the necessary space to socially distance will adopt a one-way policy.
- In the event you are unable to maintain a 1 metre plus social distance from others we ask that you follow the Government & Health authority recommendations and wear a face mask.

c. Personal Protective Equipment (PPE)

- All Members and Guests must wear a face covering when entering the club, moving around communal areas and using bathroom facilities, these can be removed once seated.
- Masks must be worn to play snooker at all times. They are exempt when exercising for Yoga & Pilates.
- Staff Must wear a mask whilst moving around the building and at all times when serving Members & Guests.
- As defined by their job function and working environment staff will be issued and it will be mandatory to wear the appropriate PPE.
- Hand Sanitising stations will be located at all entrances & exits and throughout the building for use by all Members, Guests, Visitors and Staff.
- Anti-Bacterial hand soap is provided at all handwashing facilities.

d. Employee Training & Practices

- All staff, working across all sectors will receive targeted training on managing our new operating policies, a Staff Return to Work pack will be issued.

e. Record, Review & Update

- All Staff will be required to complete a Return to Work Health Declaration detailing any history of COVID-19 and confirming any underlying health conditions, prior to return.
- A Daily Health & Temperature Declaration record must be completed by each employee prior to their shift and filed.
- A daily record of Members and their Guests, Visitors and Contractors will be kept for 21 days this is a legal requirement to assist with NHS Track & Trace.
- Members & Staff will be asked to report to the office any development of COVID-19 symptoms and required to self-isolate, get tested and follow instructions from the local PHE Health Protection Team.
- COVID-19 specific risk assessments will be consistently reviewed and updated. Any adjustments to practices will be implemented immediately.

Visiting the Club - The Member Journey

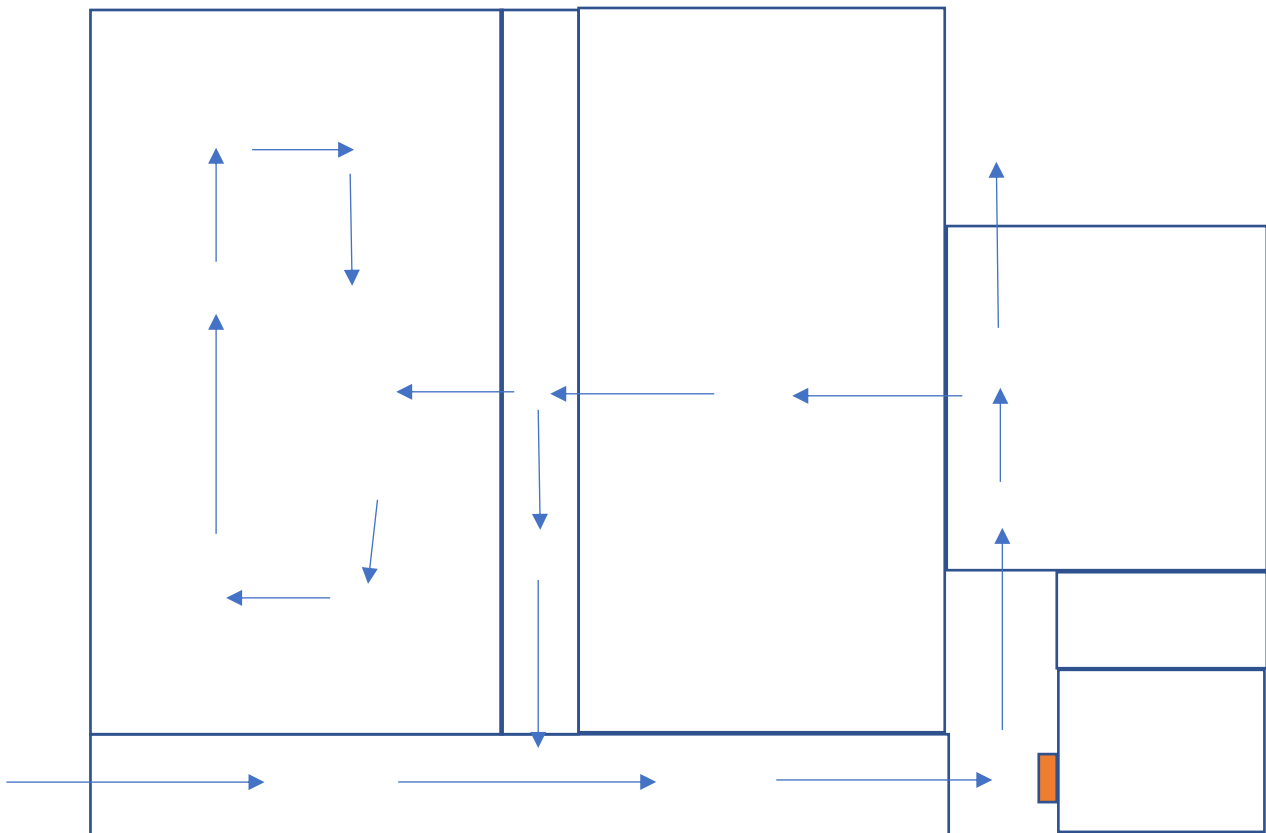
- It is mandatory for all Members to use their Club cards to gain access to the building. If arriving with a fellow Member you must 'tap' in to record your attendance. The Club must maintain an accurate daily record to facilitate NHS Track & Trace.
- Hand Sanitiser is available at both entrances and must be used upon entry.
- Members are asked to follow directional signage and uphold The Clubs social distancing policy.



The Clifton Club

- Members are limited to 5 guests at any one time. If you arrive with guests, you must register their attendance at The Reception Desk. Contact details of each guest are a legal requirement for the purposes of NHS Track & Trace and will be held by The Club for 21 Days.
- Members are encouraged to use the NHSCOVID-19 App to check in, using The Clifton Club QR Code provided. QR codes are displayed around the building.
- Bookings are limited to a Maximum of 6 people at any one time.
- Visiting for a drink in the bar is by reservation only and limited to the available tables on the day.
- Dining for Lunch and Dinner is by reservation Only. All dining including the Club Table bookings require 24-hour notice.
- Members & Guests follow the one-way system up the stairs to the Reception Desk located outside the Office, a member of staff will take your temperature, if this is 38°C or above you will be refused entry to the Club. If the reading is high due to activity you may be required to rest and have a second reading taken. A member of staff will then show you to The Bar to your allocated a seat. Table service for beverages is in operation.
- Signage will be provided outside bathrooms detailing the limitations of each facility. There will be indicators to advise where to queue and wait.
- When moving around the building, Members are asked to follow the one-way system where possible.

One Way System





Member Facilities, Activities & Events

a. Art Class, Book Club, Wine Tastings, Petrolheads

- Member Activities permitted by Government guidelines may resume providing all COVID-19 Control Measures are adhered to. This includes – Book Club, Art Class (limitations on numbers/ households, the correct mitigating measures) and Outdoor Pursuits.
- A maximum of 6 people per class/activity.
- Singing is not permitted under the recent easing of national restrictions.

b. Periodicals, Newspapers, Books and Shared Items

- All Close contact card games and shared items, such as bridge, snooker, board games, newspapers and magazines are considered to carry a high transmission risk and will not be reinstated at the Club until the controls surrounding the spread of COVID- 19 have further relaxed.

c. The Snooker Room

- Two tables in the snooker room are now available by reservation only and behind closed doors.
- A face covering must be worn during play.
- Single players only in one on one matches, no spectators.
- Members are to follow the specific instructions regarding snooker to maintain a COVID secure environment and safe play.

d. Pilates & Yoga

- A maximum of 6 people per class at any one time.
- Members are to follow the specific instructions to maintain a COVID secure environment.
- A face covering is not required during the class.
- Members must bring their own equipment which has been cleaned prior to their visit.
- Members should arrive changed ready for each class; no changing facilities will be available.
- Refreshments will be available per person to avoid any cross contamination.

Member Events

- Under current Government Guidelines mass gatherings are only permitted for weddings, up to 15 guests & funerals up to a maximum of 30 people. All other events are limited of 6 people.
- The Club will be offering several lunch and dinner services with a limit of 6 people per reservation.
- As and when government guidelines relax this will be reviewed and procedures updated.

Drinking & Dining

- Dining bookings are limited to a maximum of 6 people and should comprise of a maximum of 2 households or your support bubble.
- Table service is required for all drinks and dining.
- Orders will be taken from a 1m distance.
- Your table will have 1 member of staff assigned to it for the duration of your visit.
- Single use paper menus will be used across all food and drinks (No Holders)
- Straws, stirrers, and napkins will be removed from the bar
- Perspex screens are installed at any close contact points, on the Bar, at Reception and in the Office
- The Club can accept no cash and cheque, any payment must be made by card or on Member account.



The Clifton Club

- Tables will be laid according to bookings only. No sharing condiments will be permitted, reusable individual containers will be provided. Bread & Butter will be portioned individually per guest.
- Cheese will be serviced from the kitchen and only available in single person portions. The Trolley will not be permitted to display or serve cheese from.
- Sharing dishes such as bar nibbles and Mezze will not be available. The Club will not be permitted to serve Buffet & Canape items.
- The Club Table can have a maximum of 6 guests sat at a minimum distance of 1m (plus) apart and will require prior booking.

Working at the Club – Guidance for Staff

- All Staff must submit a return to work health declaration.
- Upon entering the building all staff, across all sectors will monitor their temperatures daily.
- Staff are required to adopt a rigorous handwashing practice and use sanitiser regularly.
- Maintain a 1-metre social distance from co-workers.
- Staff are encouraged to take breaks outside or in a dedicated indoor area.
- All dirty laundry is so be stowed in plastic bins provided, the appropriate PPE must be adorned to sort and count laundry for collection.
- Where in direct contact with Members and Guests, serving staff will be required to wear a face visor.
- 1 Member of Front of House/ Admin Staff are permitted in the kitchen at any one time and are not permitted to cross the marked zone.
- The Club office has been relocated to the Club room to allow social distancing guidelines to be followed and avoid close contact with members and office staff. The office is now a designated staff area for staff to rest.

Last Updated: 14/10/2020