



# PYRAMID

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## Unit 3 Session Protocol

You must read the Covid-19 Risk Assessment for Unit 3 and follow that guidance in addition to the protocols written here.

### Before members arrive

- Open gate and shutters
- Wipe down doorbell and door handles
- Put the 'please ring bell and wait' stand by the back door
- Put individual kit boxes on desks
- Lay out any additional items needed for session on desks
- Confirm 'bubbles' (who will be working with each member). Members who live / travel together should be in the same bubble.
- Don PPE (Type IIR mask and protective eyewear (visor or goggles) to be worn if working <2m from any other person).

### On arrival

- Members should ring bell and wait to be greeted at (either) door
- Maintain social distancing when people are entering the unit, ask them to wait outside until there is sufficient space to come forward
- Lead member into session room and ask them to use the hand sanitiser at entry point
- Lead member to their seat

### During session

- Members should stay at their work stations throughout. Include activities that involve standing, or a stretch routine, so that people have a chance to move.
- Wanderers can have a brief leg-stretch outside with their support worker, if really needed! Use Room 1 only if weather is dire and there is nobody else in there.
- If anyone leaves the room for anything, they must use hand sanitiser when they come back in (yes, even if they washed their hands after using the loo) – Workers to remind anyone entering the room to do so
- If anyone uses the toilet, Worker to attend to toilet afterwards and wipe down seat / safety bar / taps / door handles



- If anyone starts to show C-19 symptoms (dry cough, temperature), seat them as far as possible from others and refer to their individual risk assessment for transport details to get them home. With permission, use contactless thermometer to check temperature (do it twice, 10 mins apart).

### End of session

- Members to repack their own kit box and leave other items (e.g. scissors) on table.
- Members should leave one at a time to maintain social distancing.
- Carers / transport collecting members should ring bell and wait outside. Worker to answer door, and fetch the member.

### After session

- Wipe down and put away kit boxes and equipment
- Equipment and unused materials that can't be wiped clean to be deposited in the decontamination zone for 72 hours (sections are labelled with the days of the week – put in section for the day they were used)
- Clean:
  - Equipment
  - Tables
  - Chairs
  - Door handles
  - Back shutter buttons
  - Hand sanitiser dispensers
  - Bin lids
  - Laptop and printer
  - Kettle
  - Wash-up, dry and put away thermoses, mugs / spoons etc
  - Toilets – clean toilet, wipe down everything and mop floor
  - Hoover or sweep up in work area
  - Light switches
  - Heater switches (also please make sure to turn off the heating!)
- Empty all bins and put the bags in outside bins
- Check stock of cleaning products and PPE, notify office staff if anything is running low