



## Castleshaw Centre

### Summary of COVID-19 procedures for residential groups



from 6<sup>th</sup> September 2021

A full COVID-19 risk assessment is also available by contacting the office [castleshaw.centre@oldham.gov.uk](mailto:castleshaw.centre@oldham.gov.uk)

<b>Bookings</b>	Bookings are only invoiced after residential takes place, based on the number of individuals actually attending. If cancellation is within 24 hrs of residential, any transport charges may still apply. Anyone developing COVID-19 symptoms or having tested positive <b>must not</b> attend the Castleshaw Centre. If cancellation is required due to COVID, we will attempt to find an alternative date.	
<b>Centre Occupancy</b>	Only one group staying over at the centre at a time. Residential accommodation kept separate from day groups.	
<b>Room Occupancy</b>	Maximum occupancy 6 beds per room	
<b>Toilet facilities</b>	Some bedrooms are ensuite. There are sufficient additional facilities to allow separate toilets to be designated to each bedroom.	
<b>Showers</b>	Downstairs bedrooms can have a separate shower area designated if not already ensuite. Upstairs bedrooms – Showers can be designated to bedrooms where possible – otherwise cleaning /sanitising will be required of shower area between use by each bedroom group.	
<b>Ventilation</b>	Windows can be opened to allow natural ventilation as appropriate. All bedrooms windows have latches to restrict window opening.	
<b>Cleaning regime - Bedrooms</b>	All bedrooms cleaned, aired and sanitised between groups. Bedroom, toilet, shower and corridor areas “fogged” before arrival of next group. All bed linen professionally cleaned to hospital standards.	
<b>Dining area</b>	Dining room cleaned and sanitised between groups As the dining room is restricted in size, in the case of larger groups it may be necessary to split dining into more than one “sitting”	
<b>Activities</b>	As per day visits: Restricted to 2 groups on site each day. Groups kept separate, including classrooms, changing areas, lunch times and toilets. Classrooms, toilets changing rooms and corridors cleaned and sanitised (fogged) between groups. Activity equipment cleaned and /or disinfected between uses as appropriate. Where disinfectant products might cause damage – eg. to safety equipment, items are quarantined for a period of 72 hours.	
<b>Castleshaw Staff</b> <i>(No Castleshaw staff stay overnight at the centre)</i>	Castleshaw permanent staff have all received both vaccine doses. Lateral Flow tests to be available for all staff. Staff remain with single activity group where possible. Staff will use face coverings where appropriate –ie. where close contact cannot be avoided eg. fitting harnesses, helmets etc.	