

South Harford & Tuckswood Community Association

Statement on COVID-19 (Coronavirus)

18th March 2020

In light of the recent global outbreak of COVID-19 (Coronavirus), the Association are issuing the following advice regarding the running of the centre.

Firstly, we have enacted a range of policies in response to the outbreak. These include:

- Providing hand sanitiser at the centre entrance with clear signs to encourage use before entering the building.
- Ensuring that our cleaning contractors are using the recommended chemicals to tackle the removal of harmful substances.
- Keeping abreast of the Government guidelines and adapting our advice and recommendations for centre use accordingly.

As a consequence of the virus, we wish to inform users of the following:

1. **The Centre Office:** will be unmanned with immediate effect. However the Centre Manager will be available through office opening hours by phone and email (see below). This means we envisage little to no impact on contacting the centre.
2. **User Group Events:** are advised not to now operate and the Association will be advising the cancellation of these events, particularly when these are involving those groups identified as 'vulnerable'. To arrange cancellations, please ensure you contact the Centre Manager by phone or email (see below).
3. **Private Hire Events:** will not be subject to the terms and conditions at their time of booking and will now only require 48 hours notice to cancel and may be refunded by contacting the Centre Manager by phone or email.
4. **Association Events:** will not operate until further notice in line with Government advice.

For all users, our advice is to check if a session is running in one of three ways:

1. By checking the **Online Events Calendar**, which will be updated whenever cancellations are confirmed. This can be found at <http://www.harfordcommunitycentre.org.uk/calendar>
2. By contacting the Centre by **phone** (0844 665 1034)
3. By contacting the Centre by **email** (office@harfordcentre.org.uk)

Please be aware that this statement was issued on **Wednesday 18th March 2020** in line with the latest Government advice at the time. If these guidelines change, our advice and subsequent action on the holding of events will adapt in line with such advice.