

COVID 19 Guidelines

Bell Ringing

- **A contact list of all those attending must be kept in accordance with the government guidelines for 21 days**
- **Any windows & doors should be open for ventilation**
- **Prior to the start the toilets should be checked to ensure that there are paper towels and soap present. The water heater switch (Next to the toilet light switch) should be switched on.**
- **Every effort should be made to avoid any unnecessary contact with any areas outside of the chosen setup**
- **Consideration should be given for those who wish to continue social distancing.**
- **If the toilet has been used then all handles, taps and light switches must be cleaned (light switches should not be cleaned using the spray).**
- **Any other light switches and door handles outside of the tower area that has been used must be cleaned.**
- **Toilet water heater must be turned off**
- **Tea & Coffee – Use of Kitchen (See separate guideline sheet)**