

September 2020



Preparation guidance for re-opening a Memory Café

Below are some guidance rules to help you when considering reopening once lockdown conditions allow. They have been produced especially for all of you by a group of people from Memory Cafés from across Devon and myself on a coproduction basis. Members of the group were:

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We hope what we have compiled will help you, whether you are one of the bigger cafes or one of the smaller ones. Please use as you think fit for your particular café and remember **PLEASE CHECK CURRENT GOVERNMENT GUIDELINES**

Since compiling these guidelines, government guidelines have changed yet again as national levels of Covid19 are rising again. The latest news is that people are only being allowed to meet in groups of six, which means we will all have to stay in lockdown for a little while longer. The rules are a bit ambiguous is that charitable organisations that provide support are supposedly exempt, but this is by no means clear where Memory Cafes are concerned. It may be better to assume that the resumption of “normal” meetings be put on hold for a little longer than we had all hoped.

June Wildman

DMCC Chairperson

Here are some points to consider

- Understand the risks of Covid19 transmission at events and your role in identifying and managing those risks.
- Identify, manage and make informed decisions about transmission risks
- Create a pre-meeting checklist addressing Covid19 risks

- Communicate your safety policies and procedures to all your volunteers and attendees - including their role and responsibilities, to have a safe meeting.

Perhaps use these headings to create a 4-step process

Step 1	Assess your risks and mitigation potential	Understand your unique risks and take action by creating your own event risk assessment (examples available from info@dmcc.org.uk)
Step 2	Implement safety steps	Follow the steps you have listed to manage the risks you have identified
Step 3	Communicate policies and procedures	Be clear about your safety and security measures and the requirements of volunteers and attendees of the Memory Café
Step 4	Use your safety checklist	Put health and safety first. Run through your pre-event checklist before each meeting to ensure everyone knows what to do.

Always remember to follow Gov.uk and HSE advice, prior to any event –

links to these sites:

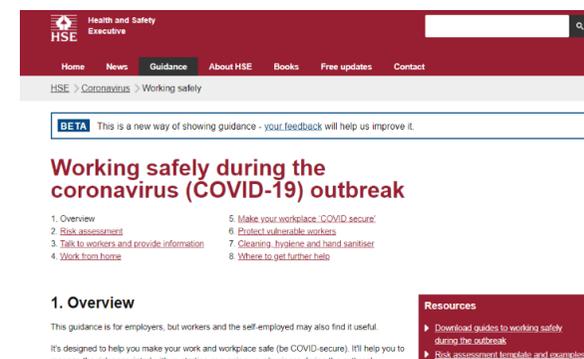
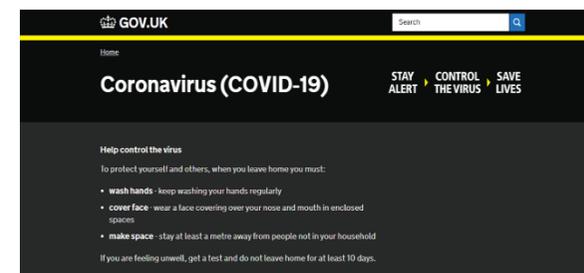
<https://www.gov.uk/coronavirus>

Link to Health and Safety Executive website

For information on: Working safely during the coronavirus (COVID-19) outbreak

- How to make your workplace COVID secure
- Cleaning, hygiene and hand sanitiser
- Download a Risk Assessment Template and examples

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>



Here is a list of suggestions to consider before you re-open.

<p>Where is the meeting to be held?</p>	<p>Indoors in a room/building</p> <ul style="list-style-type: none"> • How large is your group going to be – are there limits on the number of people that can meet and fit in the room following Covid-19 considering restrictions on distancing – if so you might consider running two sessions, having different people on different weeks. (Check out Gov UK for maximum numbers etc) • Is there a risk assessment provided by the management of the building? • How are people will access the building? Is there need for a one-way system? • Will they need to use a lift? What are the rules when using the lift? • Is the building being used by other people/groups? • Will the owners of the premises do a deep clean before the event - door handles, furniture etc if not who will do this? • Are the activities of this event covered by your Insurance Policy? • Who will create your risk assessment? <hr/> <p>Outdoors - In a garden/open space or park</p> <ul style="list-style-type: none"> • Check out how many can meet • Go and check it out for suitability • Identify the exact location where to meet – identifying a landmark in the park etc • Refreshments - are they going to bring their own or be supplied?
<p>Contact records</p>	<p>Create a list of those attending to include contact telephone numbers Log in all volunteers and members on arrival and departure Is there a plan in place if anyone tests positive after a meeting?</p>
<p>Health and Safety</p>	<p>Follow current Government advice on social gatherings – keep under review</p> <ul style="list-style-type: none"> • How are you going to meet and greet people? • Consider a staggered arrival time if there is not much entrance space. • Is there a need for placing tape on floors in queuing areas • Face coverings - to be worn when entering the building/room. (It is possible to take face covering off if there is food or drinks served) • Consider purchasing or providing recommended face coverings should someone arrive without.

	<ul style="list-style-type: none"> • Post signage advising them on face coverings on arrival • Designate a volunteer to enforce social distancing throughout the session • Social distancing – 2 metres (at time of writing), check rules if accompanied by social bubble member • Hand sanitiser used at start and end of session • Simple health screening questions (see below for list) in advance of the session -, who will carry this out • If they fail the test questions, they will not be able to join the session • Tables, door handles and chairs to be wiped down with anti-bacterial wipes by volunteers before and after each session, following Covid19 guidelines. • Is a DBS check required for any aspect of the activities? Consider using You Check
Preparation prior to the meeting	<p>Set up a plan on how to run the session that can be shared with volunteers etc</p> <p>Create a plan for clients to share with them - to explain about the day</p> <p>Will you need to meet up to train the volunteers How will you do this? in person, over Zoom etc</p> <p>What activities to use at the meeting – Jigsaw puzzles, games, colouring etc</p> <ul style="list-style-type: none"> • Can games and activity materials to be set up on each table and not be shared • How are these activities going to be cleaned after use and by whom? • Look into how long you need to safely store them before being re-used
Travel and Transport	Check members have arranged how they are going to safely arrive and leave if they do not have their own transport
Food and Drink	<p>Try to keep to a minimum the number of people handling food and drink</p> <ul style="list-style-type: none"> • How will food and drinks be served – large tea pots, disposable, recyclable plates and cups? • To be served at tables by volunteers rather than collected from a counter, • If serving food - consider single-serve options, try to avoid buffet style service • Bring their own refreshments/crockery or, if provided by venue how to clean them, in a dishwasher (high temperature wash) or soap and water • Teacloths – alternative - disposable hand towels for drying up • Soap and water or disposable gloves to be worn by server • If food is set out on tables, any unused items will need to be thrown away • As always, check members and volunteers with food allergies are considered
Personal Hygiene	<ul style="list-style-type: none"> • Encourage people to wash their hands for 20 seconds on a regular basis • maybe every 20 minutes everyone should sanitise their hands

	<ul style="list-style-type: none"> • When people wash their hand with soap and water they should be dried with disposable paper towels • remind people to catch coughs and sneezes in tissues – Follow ‘Catch it, Bin it, Kill it’ and to avoid touching face, nose mouth with unclean hands • Are toilets available and easily accessible. Cleaned prior to use? After use? • Sanitisers available at entrance and in the toilets and/or will soap and paper towels available to wash hands • Café members with dementia to be accompanied to toilets by carer asked to sanitise hands before and after entering. • Are disposable gloves and aprons available? • Lanyards/badges – should only be worn if sanitised
If in doubt	Look on the Gov.uk website or contact your Local Authority for advice

Here are some questions you might like to consider asking at the start of each meeting

Questions to be asked at start of each meeting
Q1: Have you tested positive for COVID-19 in the last 7 days?
Q2: Are you waiting for a COVID-19 test or the results?
Q2: Do you or any member of your household have symptoms suggestive of COVID 19?
1. A new continuous cough?*
2. New fever or high temperature?
3. Loss of, or change in, sense of smell or taste?
Q4: Do you live with someone who has either tested positive for COVID-19 or had symptoms of COVID-19 in the last 14 days?
Q5: Have you or anyone in your household been ‘shielding’ due to being in a designated vulnerable group?
Q6 If you or anyone close to you tests positive for Coronavirus please let the co0ordinator know.
* A new, continuous cough means coughing for longer than an hour, or three or more coughing episodes in 24 hours. If the patient usually has a cough, it may be worse than usual.

Additional useful instructions to read:

- ❖ Helping day centres to 'unlock lockdown'

<https://www.kcl.ac.uk/scwru/res/arc-sl/unlock-lockdown>

<https://www.kcl.ac.uk/scwru/res/arc-sl/info/part-1-helping-adult-day-centres-to-unlock-lockdown-july2020.pdf>

- ❖ **Action on Hearing Loss**

Action on Hearing Loss - Face coverings: how the regulations apply

<https://actiononhearingloss.org.uk/coronavirus-response/face-coverings-how-the-regulations-apply-to-you/>