



Globe Staff Covid-19 Entry, Building Navigation and Cleaning Protocol – Learning and Participation

1. General

Ensure all necessary signage in place: distancing measures, pathways throughout the building suitably marked and signed, sanitiser stations, etc.

Ensure sanitisation wipes and hand sanitiser dispensers are located in all necessary parts of the building.

2. Entry points

Ensure doors open in sufficient time to enable tutors/participants to enter without the need for queuing outside.

Wipe down (sanitise) all door handles/push plates, door surfaces (where necessary).

3. Learning/Participation Room (before session)

Ensure all instruments/equipment to be used during the session is sanitised before the session.

Wipe down (sanitise) all surfaces that tutors/participants may be in contact with – tables, chairs, bar, all door handles, door push plates, lift door handle and lift controls.

Ensure sufficient hand sanitiser and wipes are available for use by tutor and participants and are placed in easily accessible positions.

Ensure the room is suitably ventilated – open windows and external doors where appropriate.

4. Stairs, Lift, Toilets

Wipe down (sanitise) all surfaces likely to be touched by learning session participants.

Ensure toilets have sufficient supplies of sanitiser, wipes, toilet rolls and paper towels.

Ensure waste bins are emptied regularly.

5. After session

Ensure all areas are cleaned and sanitised.

Ensure all Globe equipment that has been used by participants has been sanitised.