

## **VHM DESK OPERATING PROCEDURE**

Serial No	Title	Sponsor
003	<b>The FVH Senior Citizen and Welfare Group Under COVID 19 Restriction/ Lockdown</b>	Chairman FVH

References:

- A. [The Health Protection \(Coronavirus, Restrictions\) \(England\) \(No. 4\) Regulations 2020 Part 3, Exception 5 - Support Group](#) .
- B. [ACRE Information Sheet - Re-opening Village and Community Halls post COVID-19 closure – dated 15th June 2020.](#)
- C. [Foston Village Hall DOP 002 Re-Opening of Foston Village Hall Post COVID-19 Closure](#)

### **GENERAL**

1. Reference A directs that on 5<sup>th</sup> November 2020 lockdown restrictions apply across England until the 2<sup>nd</sup> December 2020. During this time, all normal events in Foston Village Hall (FVH) is to stop during this period. In line with this Regulation Under Part 3, we will continue to provide support to the elderly members of our community, "as a vulnerable group" and this Operating Procedure will set out the additional measures FVH will take to protect both individuals and the user group as a whole, whilst delivering this service.

### **JUSTIFICATION OF THE SUPPORT GROUP**

2. It is clear from engagement with our Senior Citizens using FVH that they all have anxieties and concerns over this Pandemic and the debilitating effect it has subconsciously, especially living in a rural community and away from family. Some examples of this, include but are not limited to:

- Age and frailty
- Loneliness (Widowed, widower)
- Caring for their partner
- overwhelmed in the current climate (Anxiety/Fear).
- A need for a, "sense of belonging" (valued/ engagement).
- Dealing with bereavement.
- Other Welfare and social issues.

With all these factors, we believe as a Committee there is a need to establish the Senior Citizen and Welfare Group to provide a safe environment to deliver a service as required; be it welfare, well-being or social support.

### **AIM**

The **AIM** of the Senior Citizen and Welfare Group is to provide for a Safe Environment, where our elderly members of our community can under prior arrangement attend this group for respite, reassurance (Well-being) and Welfare support. This will in turn give them the confidence to cope with the challenges and constraints during this COVID-19 Pandemic.

### **OUTLINE PLAN OF DELIVERY**

3. We will ensure the Village Hall continues to follow the direction set out in the principle instruction at Reference B and our FVH Operating Procedure at Reference C, to ensure the Village Hall remains a COVID safe environment. In addition to this the Village Hall COVID Risk Assessment will be reviewed at regular intervals to incorporate any additional measures. Users will be broken down into Groups and/or Sub Group Bubbles to ensure individuals are safely

managed and the Group structure remains under the Regulatory threshold (<15). There will be a requirement for individuals to dial-in to book their space, whilst at the same time declaring they are healthy to attend the session. In addition to this on arrival, temperature checks will be taken during the booking in process.

## **GROUP MANAGEMENT**

4. Currently our regular elderly group numbers are between 20 – 25 users, which exceeds the threshold set in Reference A, therefore we will operate two Group Bubbles (Bubble A and Bubble B) where users will be intelligently divided between bubbles. Within the bubble, users will form sub-bubbles in tables of four (Table 1,2,3...). The structure of the table groups will not change, once established. For ease of reference on the Hall track and trace sheet the endorsement would be as follows; if an individual was in Bubble B table 2, the Group Bubble reference would be displayed as B2. A member of the committee will be present to provide additional support where required.

5. It is anticipated that Groups will continue to meet twice monthly on a Wednesday, as follows:

- Group A – 10:00 – 11:00
- Group B – 11:10 – 12:10

A 10 minute window has been allowed for sanitizing and setup for the next group.

## **INDIVIDUAL RESPONSIBILITIES**

6. Individuals using this facility are themselves responsible for ensuring prior to and during Group sessions, they comply fully with the COVID Code. However, should you need any support or guidance in this, a member of the committee will be there to advise. To safeguard the integrity of the Senior Citizen and Welfare Group, please do not attend any session if you feel unwell. Individuals will be required to book in advance a space through the Hall Manager (Liz) on 07816 921377. At the same time, you will also be required to confirm that you are fit and well to attend the session.

## **SUMMARY**

7. As a Village Hall it is extremely important that we do not overlook or assume that our senior citizens within our community are coping during this challenging COVID Pandemic. It would appear through engagement that many anxieties exist, where meeting regularly has given them the much needed confidence and a sense of belonging which has been instrumental in promoting Well-being; giving them all "a look forward", to the next session. This group has been operating in this new format since re-opening on the 20<sup>th</sup> July 2020 and the health and the mental well-being of this group is testament that Foston Village Hall is providing a vital service.

CNR Preira MBE  
Chairman  
For Foston Village Hall Committee

9<sup>th</sup> November 2020

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