



# LUTON IRISH FORUM

WELFARE, SOCIAL & CULTURAL OPPORTUNITIES

*Dear Friend*

24th August 2020

We are absolutely delighted to be able to start welcoming you back to our groups!

In line with Covid/Coronavirus guidance from the UK Government, Public Health England and Luton Borough Council we have made many changes. To help keep us all as safe as possible we are asking everyone to read the following information and to comply with the changes.

Staff and volunteers will be in all our groups to provide help and advice.

**All groups will operate on a pre-booking basis for the foreseeable future.** This is to ensure the number of members coming along does not exceed a safe limit and to avoid you travelling to LIF and then having to be turned away.

In order that as many different members as possible have the opportunity to attend a group, and while we assess demand, you may book to attend only one session a week to start with. For the month of September, we are asking members to attend the same session each week. If you cannot attend your pre-booked session for any reason, we cannot allow you to transfer your place to someone else or to come at another time.

Full names and telephone numbers must be provided for all attendees. This is a mandatory requirement from the NHS Track and Trace service.

Please do not arrive more than 15 minutes before your group starts. We cannot guarantee that we will be able to accommodate you and may have to ask you to wait outside.

Please note that windows and doors will be open during the session to maximise ventilation and to help reduce risk so do make sure you have warm clothing.

Between each session the kitchen, meeting room including furniture and toilets will be sanitised and ventilated.

## How we can all help reduce risk

**Social Distancing** – Please keep to social distancing of 2 metres (6 foot 6 inches) where possible and a minimum of 1 metre (3 foot 3 inches) all times.

**Face Coverings** – Attendees should wear a face covering prior to entering the LIF building. Face coverings should be kept on at all times except when eating/drinking. If you are exempt under Government guidelines from wearing a covering, please let us know at the time of booking. If you are exempt, we ask you to maintain a social distance of 2 metres at all times.

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**Washing &/or Sanitising Hands** – Please use the hand sanitisers provided at entrance and exit points as well as the hand washing facilities located in the toilets on the ground floor.

**One-way system** – Please follow the floor arrows outside and inside.

**Be Patient & Stay Safe** – We are all getting used to doing things differently so please be patient with each other and our volunteers and staff. If you have any concern or a question, speak with the member of staff in your group.

**Unwell?** – If you are displaying any symptoms that may be Covid-19/Coronavirus, such as a new cough (dry or chesty), temperature or loss of taste or smell; or you have been in contact with someone with the virus, please do not come to LIF.

## Tuesday & Wednesday Clubs

The duration of each session has been reduced to allow additional sessions to be run and as many different members as possible to attend a session.

### Starting Tuesday 1st September

- Tuesdays 11:00am to 12:30pm
- Tuesdays 1:30 to 3:00pm
- Wednesdays 11:00am to 12:30pm
- Tuesdays 1:30 to 3:00pm

To reduce cash handling, we would be very grateful if you could have the correct money for entrance, raffle and bingo tickets. One advantage of a smaller group is that you've got even more chance of winning – and some lovely prizes have been donated!

We will be serving tea/coffee and pre-packed biscuits at your table, please go straight to your seat on arrival. Please let us know if you have any dietary restrictions at the time of booking.

## Booking Procedure

One member may make a booking for themselves and up to three other members, i.e. a total of four places. Please let us know if any of the people attending are from the same household.

You can book your place only via Luton Irish Forum phone number 01582 297030 on a 'first come, first served' basis. Bookings will open from 1:30pm to 4:30pm on Thursday 27th August and 9:30am-4:30pm on Friday 28th August.

*We look forward to seeing you in person soon.*

*All your friends at Luton Irish Forum*

*Please note: Luton Irish Forum reserves the right to refuse admission and to ask people to leave who are not complying with our guidelines or behaving in a manner that puts themselves and/or others at increased risk.*