



**Civic  
Centre  
Uckfield**



## Covid-19 guidance

**ONE WAY**



There is a one way system throughout the building, starting at the front entrance, with the exit through the fire exit at the side of the building.



Hand sanitiser stations are set up at the following points - front entrance, ground floor toilets, first floor toilets, council office.



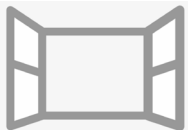
Currently the ground floor disabled toilet will be priority use for room hirers over general public. The queuing system proceeds down the corridor towards the Green room. Please note the first floor toilets reserved for staff.



Toilets and frequent touch points are disinfected regularly.



All Council staff have been provided PPE, with minimum numbers working in the building.



Windows will be open throughout the building to ensure fresh air flow.

**Room hirers are responsible for providing PPE and hand sanitiser to their participants.**

**Room number capacity provided on separate sheet.**

**No participant or hirer should enter the building if they are showing signs or symptoms of Covid-19, or have been in close contact with a Covid-19 patient within 14 days.**