

# Welcome back to ECHO!

**Name:**

**Your first day back will be:**

Please read through this booklet before you come back to ECHO. Ask someone to help you if you need to. Please bring this booklet with you on your first day back. When you come back we will talk about the booklet together and make sure that you understand it.



Inside this booklet there is information about all ECHO activities. At the back of the booklet there is extra information about the different activities that you go to.

This booklet was printed on 16th July 2020

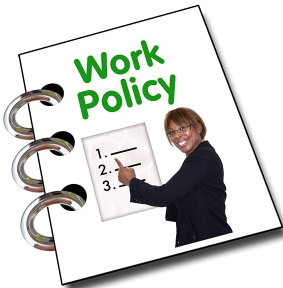
# Introduction



**Herefordshire  
Council**



We have checked with Herefordshire Council and the Government to make sure we are doing the right things to make ECHO safe.

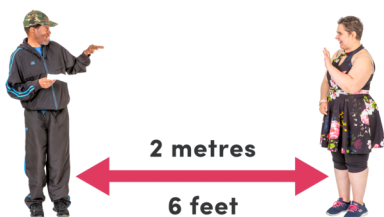


When you come back to ECHO you will notice some changes at **all** our projects. ECHO has some new policies you need to know about.



There are 3 main changes:

1. (PPE) Personal Protective Equipment



2. Social distancing



3. Handwashing and cleaning

# PPE—what to expect



When you come back to ECHO, all the staff will be wearing **PPE** when they are close to you.

**PPE** means **Personal Protective Equipment**. This includes face masks, aprons and gloves.



Remember, the staff are the same people even though they're wearing PPE.



**Face masks** and **visors** stop people from passing infection to you. They also stop you passing infection to them.

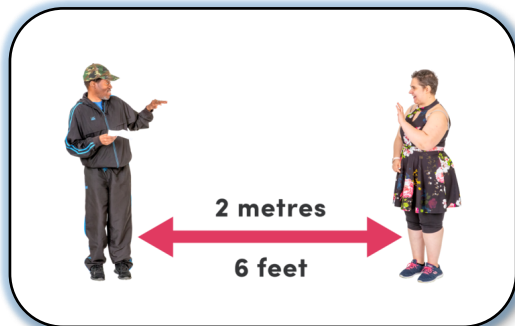


**Gloves** keep our hands clean, and stop us from getting virus on our hands.



**Aprons** protect us against droplets which might have virus in them.

# Social distancing—what to expect



You will be asked to stay 2 metres apart from other participants at ECHO. This is called **social distancing**.

**Social distancing** means staying a safe distance away from other people.



If people are wearing PPE you don't have to stay 2 metres away from them.



This includes ECHO staff and volunteers and your own PA.



If there are people you live with at the same project you don't have to stay 2 metres away from them.



There will be markings at your project to show you where to sit or stand. Your staff team will explain what they mean.



# Handwashing and cleaning—what to expect



## Hand washing and cleaning

One of the most important things to remember is to wash our hands often, for 20 seconds.



We will ask you to wash your hands at these times:

- When you arrive at your project
- Before you eat or drink
- After you have been to the toilet

We may also ask you to wash your hands at other times.

If you can't wash your hands we will ask you to use hand sanitiser.



We will do extra cleaning in all our projects.



If you use a wheelchair or another mobility aid like a walking frame or crutches we will ask you to clean the parts that staff might need to touch.

# What you can do to help

## Face coverings

You could wear a face covering if you want to.

**Face coverings** are not the same as face masks. They can be home made.



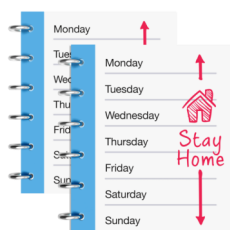
If you come on public transport you **must** wear a face covering on the bus or train.

**If you are unwell do not come to ECHO.**

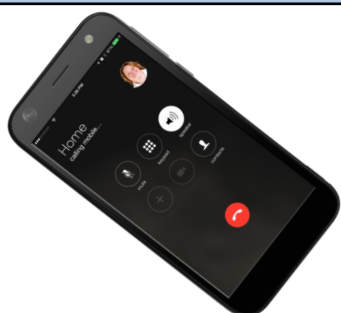
If you have **symptoms of coronavirus**, **do not come to ECHO**. Stay at home for 1 week.



**Symptoms of coronavirus** means you have a cough, a temperature or you lose your sense of taste or smell.



If someone else in your house has symptoms of coronavirus you must stay at home for 2 weeks.



If you become unwell at ECHO we will ask you to go home or ask your carer to collect you.

# Food and drink



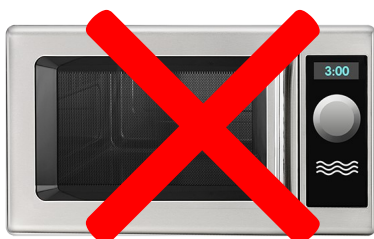
We have some new guidelines for lunchtime. We will not be doing any cooking in our projects, so everyone will need to bring a packed lunch.



We are trying to make sure staff don't have to touch your lunch. But if you do need help they will help you.



Please make sure you can easily open your lunchbox.



Please don't bring anything that needs to be heated.



If you have a yogurt please bring your own spoon to eat it with.

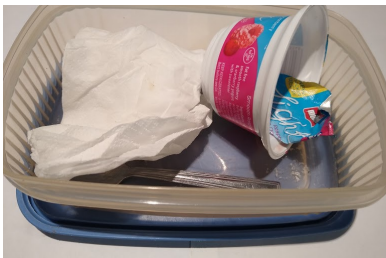
# Food and Drink



If you have sandwiches make sure that you can unwrap them by yourself if possible. A sandwich box, foil or paper are best. No cling film.



You will be asked to use the same mug every time you come. You can bring your own mug if you want to.



You will need to take your rubbish home with you.



Everyone should bring a packed lunch and you should not leave the project to buy lunch.



If you want to go outside to eat lunch you will only be able to with staff support.



# What happens next?



ECHO will support everyone to follow the new rules.



We will ask you to sign a new contract before you come back to ECHO.

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When you come back we will talk about this booklet together.



If you have any questions you can ring us or email us.



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