**NOTE TO SHEDS:** Please use/adapt this template to take bookings (in line with the maximum numbers per session set for your Shed). The examples given below record bookings and allocate them into groups/bubbles whilst ensuring staggered arrival and departure times and allows sufficient time for cleaning in between sessions.

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| --- | --- | --- | --- | --- | --- |
| **Session  Day** | **Session**  **Time** | **Group** | **Supervisor/ C-19 Officer(s)** | **Names** | **Notes** |
| Monday 1st February 2021 | 10am – 12pm | e.g. Group 1 | Bill Smith | Michael Jones  Alfie Lawrence  Stuart Duff  Kenny Edwards (Carer)  John Munro | Stuart Duff requires a carer (Kenny Edwards) |
| **ALLOW SUFFICIENT TIME FOR CLEANING IN BETWEEN SESSIONS** | | | | | |
| Monday 1st February 2021 | 2pm –  4pm | e.g. Group 2 | Bob Bruce | Shedder 1  Shedder 2  Shedder 3 |  |
| **ALLOW SUFFICIENT TIME FOR CLEANING IN BETWEEN SESSIONS** | | | | | |
| Tuesday 2nd February 2021 | 10am – 12pm | e.g. Group 3 | James Watson | Shedder 1  Shedder 2  Shedder 3 |  |
| **ALLOW SUFFICIENT TIME FOR CLEANING IN BETWEEN SESSIONS** | | | | | |
| Tuesday 2nd February 2021 | 2pm –  4pm | e.g. Group 4 | Mike Watt | Shedder 1  Shedder 2  Shedder 3 |  |
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