

Additional Guidance & Requirements for Users of the Churt Village Hall during COVID-19 Pandemic.

To enable the Village Hall to remain open the co-operation and understanding of our hirers will be essential in helping to ensure the safety of everyone.

It is unlikely that 'business as usual' will be resumed for some considerable time and, as with other public spaces, the Village Hall will be subject to social distancing and additional hygiene measures for the foreseeable future. It may be necessary for some bookings to be cancelled at short notice and/or for timings to be changed – this will be discussed with hirers. This may arise if we become aware that someone who has tested positive has been in the hall and we need to close to do a deep clean. We will do our best whilst endeavouring to protect all the users of the village hall.

1. This document:

- a. Explains the measures being taken by the Village Hall.
- b. Explains the responsibilities and actions required of users.
- c. Will be subject to review as and when statutory guidance changes.
- d. Is supplementary to and forms part of the Village Hall's Standard Conditions of Hire (which are available on our website <https://www.churtvillagehall.org.uk/>).

2. Compliance:

- a. THE HIRER will be required to ensure that their user group complies with the guidance given in this document and the HALL'S risk assessment.
- b. By making a booking THE HIRER will be deemed to have accepted these conditions and guidance.
- c. THE COMMITTEE retains the right to refuse bookings if this guidance is not complied with.

3. Closure:

THE COMMITTEE retains the right to close all or part of the Village Hall if:

- a. There are safety concerns relating to COVID-19.
- b. Public buildings are required to close.

4. Test and Trace:

- a. User groups should assist the NHS Test & Trace service by keeping a record (name and telephone number/email address) of everyone attending an activity for 21 days. N.B. people are not obliged to provide contact details and data obtained should be kept in compliance with the General Data Protection Regulation. However, if they will not provide contact details then they cannot be admitted to the Village Hall.
- b. All users should be encouraged to download the NHS Test and Trace app and use the QR codes provided at the entrances to the village hall.

5. Social Distancing:

- a. User groups are responsible for ensuring that social distancing is maintained
- b. Social distancing guidelines recommend at least 2 metres to be maintained between individuals (or where household groups/bubbles are attending an event 2m between groups of up to 2 households/bubbles).
- c. Ventilation must be maximised as far as practicable by opening the windows. Users must ensure that all these are securely closed/ locked when they leave the building. This includes the toilets.
- d. Where 2m social distancing is not viable then risk mitigation is recommended.

6.Face Coverings:

- a. On entering a community facility users are encouraged to wear a face covering unless the 2m separation can be maintained as described above, and will be required to keep it on, unless covered under a 'reasonable excuse'. This could be for a fitness class, if users need to eat or drink something, or if they have a health or disability reason to not wear one. Face coverings can be removed if users are undertaking exercise or an activity where it would negatively impact their ability to do so
- b. Face coverings should not be used by children under the age of 3 or those who would find it difficult to manage them correctly.
- c. Where people will be in close proximity and with older and/or vulnerable people, a face covering is advisable e.g. when preparing food or drink in a small kitchen and serving older or clinically vulnerable people at a coffee morning.

7.Assessing Risk:

- a. The Village Hall's COVID-19 risk assessment is available on our website (<https://www.churtvillagehall.org.uk/> or will be emailed on request.
- b. Each user group is responsible for ensuring that its activities can be carried out safely and in accordance with Village Hall and statutory requirements and should ensure that the following are observed:
- c. The premises should be kept well ventilated by opening windows and doors where practical.
- d. Activities that will require people to unduly raise their voices (e.g. the playing of loud music) should be avoided to reduce the risk of spread of the virus from aerosol and droplet transmission.
- e. Special consideration should be given in the HIRER'S risk assessment where:
 - i. users are from vulnerable groups or are more than 70 years old
 - ii. young children may attend as they find social distancing difficult.

8.Accessing the Building

You must advise the members of your group to observe the signage throughout the building and ensure that they are aware of the following:

- a. Users who are unwell and/or exhibiting symptoms of COVID-19 (or if anyone in their household has had COVID-19 symptoms within the last 7 days) **must not** enter the premises.
- b. Anyone developing symptoms within 7 days of visiting the premises **must** apply for an NHS test to initiate the Test and Trace process.
- c. Toilets:
 - i. Maximum of 2 persons in the Ladies and 2 persons in the Gents
 - ii. QR codes for the NHS App are provided at the two main entrances for all those with the app on their phone to use on entrance to the hall. This is not a substitute for the recording of attendees to events.

9.Hygiene

- a. Alcohol based hand sanitisers are provided but HIRER'S must provide their own if they anticipate that it is needed for more than entrance/exit.
- b. Soap, hot water and paper towels are provided in all of the toilets.

- c. Rubbish should be placed in the bins provided.
 - d. It is recommended to have good ventilation (e.g. keep some windows open), however in winter the heating system will not be able to keep the temperature at the thermostat temperature. Please note that turning the thermostat up or adjusting the heating settings in any way will not make any difference to the temperature, instead it is important to brief your attendees to wear warmer clothing.
10. Cleaning
- a. The caretaker/cleaner will clean the building regularly. however this will not be possible to clean between every booking.
 - b. As before Covid the HIRER must leave the hall clean for the next user. Specifically, the HIRER must carry out the following cleaning actions before vacating the hall
 - i. Wipe down all touch points with the disinfectant wipes provided
 - ii. Remove any used bin bags (toilets or kitchen) and put them in the large Biffa Bin outside – pull the next clean bin bag into position
 - iii. Sweep the floor if needed – brush in cleaner’s cupboard in the back passage.
 - c. Avoid using spray cleaners on electrical equipment.
 - d. Dispose of the used paper towel in the waste bins provided.
 - e. As it is not practical to clean the fabric chairs hand sanitiser should be used before and after touching chairs (e.g. when setting-out or putting away).
 - f. It is the responsibility of the user to ensure any equipment brought onto the premises is cleaned.
 - g. A sheet showing when the caretaker last cleaned will be displayed in the main hall.
11. Refreshments
- a. If the HIRER decides to provide these they must cover this provision in their risk assessment
12. User Becomes Unwell with suspected COVID-19 while on Premises
- a. The user should be sent home (and told to apply for a test) or to hospital immediately.
 - b. If the user cannot leave the premises immediately they should be taken to the isolation room – the Committee Room - has been nominated for this purpose.
 - c. The group leader should inform:
 - i. The Village Hall Booking Secretary (01428 854321) and the Village Hall Chairperson on 01428 712131 or mobile 07980 756713. THIS IS VERY IMPORTANT in order to ensure following bookings are immediately cancelled and additional cleaning put in place.
 - d. Other members of the group should be advised to:
 - i. Sanitise their hands
 - ii. Leave the building ensuring they have given contact details
 - iii. Remove and launder their clothing immediately they arrive at home
 - iv. Take a laminar flow test
13. Users becoming unwell with relevant Covid symptoms within 2 days of leaving the premises.
- a. Must get a Covid test

- b. If positive, inform the Village Hall Chairman on 01428 712131 or mobile 07980 756713 immediately so appropriate cleaning can be arranged.