

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

To enable the Village Hall to re-open the way in which we operate will have to change. The co-operation and understanding of our users 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. 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 and that the maximum numbers as identified in Annexe 1 are not exceeded.
- b. Social distancing guidelines require at least 2 metres to be maintained between individuals (or where household groups are attending an event 2m between groups of up to 2 households).
- c. The Village Hall has carried out an assessment of the maximum number of persons that can occupy each of the areas within the Village Hall while observing the 2m social distancing rule. This assessment assumes that each area is devoid of furniture and other equipment (see Annexe 1 at the end of this document). The

'in use' capacity of each room is potentially much lower and each user group must carry out its own assessment to ensure that 2m social distancing can be maintained taking into account the nature of their activity and any furniture/equipment to be used.

- d. Ventilation must be maximised as far as practicable by opening the windows and the fire exits. Users must ensure that all these are securely closed/ locked when they leave the building
- e. Where 2m social distancing is not viable '1m with risk mitigation' is acceptable, however user groups will need to:
 - i. Identify appropriate mitigation(s) depending on the activity taking place.
 - ii. Provide any additional equipment/PPE required (e.g. face coverings).
 - iii. Ensure all attending comply with the mitigation.

6.Face Coverings:

- a. On entering a community facility users will be required to wear a face covering, 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 taken on and off frequently so for community halls the priority is that social distancing and good hygiene are maintained even if a face covering is worn.
- c. Face coverings should not be used by children under the age of 3 or those who would find it difficult to manage them correctly.
- d. If users choose to wear a face covering it is important to use them properly and thoroughly wash or sanitise hands before putting them on and taking them off.
- e. Face coverings may provide some protection for others if the wearer has become infected but not yet developed symptoms.
- f. 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.Types of Event:

- a. Some activities will not be possible until statutory restrictions change.
- b. The risks associated with activities that are permitted will vary and must be considered by each user group.
- c. Examples of the categorisation of various types of activity are given in the ACRE Information Sheet 'Re- opening Village Halls post COVID-19 closure' which is available on the ACRE website www.acre.org.uk and the government briefing documents.
- d. Users who are unsure whether their proposed activity is permissible should discuss with the Bookings Secretary.

8.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 (including

ensuring social distancing is maintained) 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 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.
- f. Chairs should be arranged so that 2m social distancing (or 1m with risk mitigation) can be maintained and that wherever possible people sit side-to-side (rather than face-to-face).
- g. Tables should be positioned to ensure that 2m social distancing (or 1m with risk mitigation) can be maintained, e.g. by arranging in a wide 'U' shape rather than seating people at either side of the table. The need to segregate into Groups of 6 maximum to follow the rule of six must also be taken into account with a minimum of a 2m separation between groups of 6.

9. 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. Back-to-back bookings will no longer be possible.
 - i. A gap between bookings will be implemented to avoid contact between those arriving and leaving and to facilitate cleaning.
 - ii. Early arrival / late vacation will not be permitted
 - iii. Sufficient time must be booked to permit setting up and clearing away.
 - iv. Access will not be permitted if the caretaker is cleaning.
- d. The external approaches cannot be marked with 2m markers as it will entail queuing on the pavement however anyone waiting for entrance must ensure that they wait 2m apart. After unlocking the hall the HIRER **MUST** ensure that everyone else enters through the main entrance and uses the sanitiser gel on arrival. Gel is available above the sink in the kitchen for the HIRER to use on arrival.
- e. Committee Room
 - i. Users should enter through the doors at the front of the building and exit through the fire door at the side of the building.
- f. Main Hall
 - i. Users should enter through the main doors (when looking from the outside) and exit through a fire door.
- g. Toilets:
 - i. Maximum of 2 persons in the Ladies and 2 persons in the Gents
 - ii. Users should be encouraged to 'call out' to warn others of their presence when entering the toilets

- iii. Where necessary users should wait in the main hall and not in the lobby to ensure social distancing when entering/leaving the toilets.
- h. 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.

10. Hygiene

- a. Alcohol based hand sanitisers are provided throughout the building
- b. Users should be requested to sanitise their hands on entering the building and at regular intervals.
- c. Soap, hot water and paper towels are provided in all of the toilets.
- d. Rubbish should be placed in the bins provided.

11. Cleaning

- a. The caretaker/cleaner will clean the building regularly however it may not be possible to clean between every booking.
- b. Paper towel roll and cleaning products are provided for the use of HIRER as needed,
- c. Avoid using spray cleaners on electrical equipment.
- d. Dispose of the used paper towel in the waste bin 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.

12. Refreshments

You should encourage users to bring their own refreshments (thermos flasks etc.) if possible.

- a. Kitchen:
- b. Maximum of 2 people permitted.
- c. Tea and Coffee making only.
- d. Most cupboards will be sealed to prevent access.
- e. The dishwasher should be used as tea-towels will not be provided.

13. 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

14. 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 on 01428 712131 or mobile 07980 756713 immediately so appropriate cleaning can be arranged.

Annexe 1 – Room Capacity & Dimensions

	Length	Width	Max Occupancy (2m separation)
Main Hall	15.75m (excluding stage)	7m	24
Committee Room	5.6m	4m	6
Kitchen	Approx 4m	Approx 4m	2

This assumes that each area is devoid of furniture and other equipment. Though obviously a table separating people might facilitate separation, hence, case by case consideration is needed. Additionally, individuals must take action to maintain that segregation.

The 'in use' capacity of each assessment to ensure that 2m social distancing (or 1m with risk mitigation) can be maintained taking into account the nature of its activity and any furniture/equipment to be used.

CURRENT Government guidance stipulates a maximum of 30 people to be present for any event. This is subject to updating – up or down – HIRER must ensure compliance to the latest guidance from the government for the Churt location.

The HIRER running fitness classes must ensure the necessary spacing – the floor has not been marked as different classes will need different layouts.