

# **NORTHIAM VILLAGE HALL**

## **SPECIAL PRECAUTIONS REGARDING COVID-19**

### **22 AUGUST 2020 update**

#### **GENERAL**

- The Hall may only be used for activities that are permitted under the latest government guidance. As this guidance may change without notice, should a Hirer's activity become precluded under government guidance, then the hire must be cancelled. The Trust will make no charge under these circumstances.

#### **VISITORS SHOWING COVID-19 SYMPTOMS OR BECOMING ILL**

- Signs have been installed asking that anyone displaying symptoms does not enter the building.
- Should someone be taken ill at an event in the hall, the Bookings Secretary must be advised immediately. Subsequent events may have to be cancelled.
- Should someone report to the Hirer after the event that they are displaying Covid-19 symptoms, the Bookings Secretary must be advised as soon as possible. Subsequent events may have to be cancelled and the hall deep cleaned.
- Should further ventilation be desired, the North side Fire Doors can be opened during the hire.

#### **KEYS**

- Keys are to be collected from the Spar shop and signed for in the key register held in the shop in the usual way. It is recommended that hirers take precautions when handling keys, such as wearing gloves or wiping the keys as they may have been touched by a number of people.
- Keys are **NOT** to be returned to Spar. Instead they must be posted into the key box fitted on the hall front door.
- The Trust will clean and sanitise the keys before returning them to Spar.

#### **HAND SANITISING**

- The Trust has installed non-touch hand sanitising dispensers in the lobby (either side of the swing doors), in the Jenkins Room, and adjacent to the disabled toilet outside the storage barn.
- Signs asking users to use the hand sanitiser are posted near each dispenser.
- The dispensers will be refilled as required by the Trust.
- Hirers are asked to encourage all their visitors and guests to make use of the hand sanitisers each time they enter the hall.
- The Trust recommends that the swing doors between the lobby and the main hall are kept open while visitors are arriving, this is to minimise hand contact on the door push plates.

#### **HYGIENE**

- The Trust will arrange for the hall to be cleaned once on each day that the hall has been used.
- The Trust will provide a pack of cleansing wipes for each Hirer, these will be placed on the fixed cabinet just inside the main hall, or on the counter top for users of the Jenkins Room.
- In addition, at the start of the hire, Hirers must use the cleansing wipes provided to wipe down the frames of any chairs their group will use, and also to wipe down the surfaces of any tables retrieved from the barn area and any equipment that the Hirer is taking from store. At the end of the hire, Hirers must use the cleansing wipes provided to wipe down door and toilet handles, and door push plates. There is no requirement to wipe down equipment or furniture not being used.
- Hirers continue to be responsible for general cleaning of the hall in accordance with the Hire Agreement.
- Hirers must themselves provide any Personal Protective Equipment (PPE) that they consider appropriate.

#### **FACE MASKS**

- Government guidance issued on 14 August 2020 requires that all visitors to the main hall or Jenkins room must wear face masks on entry. Hirers are asked to ensure that their visitors and guests comply.
- The Trust has installed signs reminding visitors of the need to wear face masks.
- Face masks must be kept on unless the user is medically exempt, or undertaking exercise or an activity where wearing the face mask would negatively impact on their ability to undertake that activity (the guidance mentions eating or drinking, but there will be other situations).

#### **ONE-WAY SYSTEM – MAIN HALL**

- A one-way system will operate: entrance via the lobby, and exit via the South Fire Exit.
- Arrows have been placed on the floor to indicate the route.
- A gangway has been marked on the floor – this should be kept free of obstruction to enable safe passage along the one-way system.
- Signs have been installed to direct hall visitors to the correct entrance/exit.

#### **ONE-WAY SYSTEM –JENKINS ROOM**

- A one-way system will operate: entrance via the Jenkins Room front door and exit via the South Fire Exit.
- Signs have been installed to direct visitors to the correct entrance/exit.

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#### **KITCHEN.**

- The kitchen will not be available for use. It has been locked and will remain so whilst these special precautions prevail.
- The Jenkins Room kitchenette will not be available for use.

#### **TOILETS**

- The toilet facilities remain available, but only one person may be permitted to use each facility at any one time. There is signage on each door to indicate this, along with reminders to wash hands.
- Main Hall users should use the toilets in the lobby.
- Jenkins Room users should use the disabled toilet.

#### **REVISED CAPACITY – MAIN HALL**

- Capacity in the main hall is restricted to 32 persons (including the Hirer and any helpers), and applies whether the group are seated or standing. This is to enable social distancing in accordance with government guidance. Under no circumstances is this capacity number to be exceeded.
- The Trust has placed 32 chairs in the main hall for use by the Hirer and their visitors. Under no circumstances are further chairs to be taken from the barn area or Jenkins Room, or otherwise introduced into the main hall.
- Hirers may bring their own equipment into the hall, or (where appropriate) retrieve their stored equipment from the barn area, and may make use of tables from the barn area if needed. All such equipment, tables and chair backs must be wiped down before use.
- Once the hire is concluded, Hirers must replace any equipment removed from the barn, including any tables that have been used. There is no need to wipe down this equipment, as it will be cleansed by the next user. Chairs used during the hire should be returned to stacks of 8 and left adjacent to the stage.
- There must be nothing left in the main hall that was not in the hall at the start of the hire.

#### **REVISED CAPACITY – JENKINS ROOM**

- Capacity in the Jenkins Room is restricted to 6 (including the Hirer and any helpers), this is to enable social distancing in accordance with government guidance. Under no circumstances is this capacity number to be exceeded.
- The wooden table and six chairs should be left where found in the Jenkins Room. Under no circumstances are further chairs to be taken from the barn area or main hall, or otherwise introduced into the Jenkins Room.
- Hirers may bring their own equipment into the Jenkins Room, or (where appropriate) retrieve their stored

equipment from the barn area. All such equipment, tables and chair backs must be wiped down before use.

- Once the hire is concluded, Hirers must replace any equipment removed from the barn. There is no need to wipe down this equipment, as it will be cleansed by the next user.
- There must be nothing left in the Jenkins Room that was not in the room at the start of the hire.

#### **TRACK & TRACE**

- In line with government guidance, Hirers must keep a note of the contact details for everyone who has visited the hall during the hire. This information must be retained for 21 days (and then destroyed to avoid issues with Data Protection).
- The contact detail information is to help with the Track and Trace system should a visitor subsequently fall sick with Covid-19.
- The Hirer must make the contact details available if requested.

#### **AT THE END OF THE HIRE**

- Hirers must bag and remove their own rubbish, especially used tissues, wipes or PPE.
- When locking up, Hirers must ensure that lights are turned off, and all doors closed. The last person out should exit by the front door, lock the door behind them and place the key in the key box.