

Stoneleigh Village Hall and Playing Fields Trust Covid 19 Special Conditions of Hire (Appendix 1. to the ordinary Conditions of Hire).

During the Corona Virus Pandemic the following Special Conditions of Hire will apply to all Hirings. These Conditions are supplemental to, not a replacement for, the Hall's ordinary Conditions of Hire. They will apply until the Trustees of the Village Hall withdraw them from use.

1. You, the Hirer, will be responsible for ensuring those attending your event or activity comply with the COVID-19 Secure Guidelines and laws relevant at the time of Booking and at the date of your event. You will also comply with the requirements as shown on the attached poster (**App. 1A**) which is also displayed at the Hall entrances being either the main front entrance or the side entrance to the Meeting Room, in particular using the wall mounted hand sanitisers supplied.
 2. You undertake to comply with the actions identified in the Hall's Risk Assessment which you will receive prior to the Hire, and in accordance with Government regulations face masks must be worn at all times by attendees of an event unless they are taking part in exempted activities or for health reasons persons are exempt.
 3. You, the Hirer, will provide your own Risk Assessment at least one week before the start of the Hire period.
 4. **Before** other members of your group or organisation arrive, using your own cloths but either using the Hall's cleaning fluid or your own, you will be responsible for cleaning door handles, light switches (no spray used please), window catches, equipment, curtain pulls, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used). You will be required to clean again at the end of your hire period after those not engaged in the cleaning process have left the building. You, the Hirer, after completing the cleaning process must sign the Cleaning Log. The Log is located in the entrance hall. Please take your own cleaning materials home with you.
- You will be given free of charge a period of 30 minutes at each end of your Hire Period to do the cleaning.
5. You, the Hirer, will be charged the sum of £25.00 if cleaning is not carried out.
 6. You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact and inform the Trustees of the Village Hall.
 7. You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient and in addition in the main Hall employ the electric fan ventilation system. You will be responsible for ensuring the windows and doors are all securely closed on leaving and the ventilation system turned off.
 8. You will ensure that no more than the agreed (to be agreed with the Trustees when Booking the Hall) maximum number of people attend your activity/event and that the agreed maximum number of people for each room is never exceeded in order that social distancing can be maintained. You will ensure that everyone attending maintains 2metre social distancing while waiting to enter the premises, observes the one-way system within the premises, does not engage in conversation or loiter for any reason while in the corridor or entrance hall and as far as possible observes social distancing of 1 metre plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at one time.
 9. You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

10. You will position furniture or arrange the room to facilitate social distancing of 1 metre plus (face masks are compulsory unless actually executing an exempt activity) between individual people or groups of up to two households or 1m seating side by side, with at least one empty chair between each person or household group, rather than face to face, and good ventilation. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.
11. You, the Hirer, are asked to keep a record of the name and contact telephone number and email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS track and trace if required.
12. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths which should be tightly bagged up and placed in the waste bin to the left of the entrance doors. **But see no. paragraph 15** regarding what to do with waste in the event of a person showing Covid-19 symptoms.
13. You will encourage users to bring their own drinks and food but if it is agreed with the Booking Administrator that hot/cold drinks can be prepared in the kitchen you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and returned to where you found it (the dishwasher must not be used without permission from the Booking Administrator). You will bring your own clean tea towels so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid.
14. We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.
15. In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should remove them to the designated safe area which is the Meeting Room ensuring that anyone using the Meeting Room has vacated. If necessary acquit yourself with the Covid First Aid Kit provided in the Kitchen. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for hand washing. Ask others in your group to provide contact details if you do not have them and ask them to leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Ensure that the person showing symptoms is safely escorted from the building and that suitable transport has been arranged for him/her. Any protective clothing and other waste created by the incident should be double bagged marked Covid Waste (provided in the Covid First Aid Box kept in the kitchen) and left in a safe place for the Hall Cleaner to place in the waste skip after 72 hours has elapsed. The building should be fully vacated and the Hall Cleaner and Booking Administrator informed of the incident.
16. In view of the particular risks identified by the Government surrounding choir rehearsals/performance or wind instrument rehearsals/performance or drama rehearsals/performance these will only be allowed by the Trustees if they are satisfied that Covid-19 Safety Guidelines will be strictly enforced by the Hirer.

September 2020.

See App. 1A attached.

HELP KEEP THIS HALL COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert the hall cleaner on [insert a contact number] and alert the organiser of the activity you attended.
- 3. Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
- 4. Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
- 5. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 6. "Catch it, Bin it, Kill it".** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
- 7. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We [do our best to/cannot] clean all surfaces at the hall between each hire.
- 8. Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- 9. Keep the hall well ventilated. Close doors and windows on leaving.**
- 10. Wash your clothes when you get home** to reduce risk of transmission.