

HELP KEEP WHITECROSS VILLAGE HALL COVID-19 SECURE

Although Covid regulations are no longer a legal requirement, we would request all hall users to implement the following precautions:

Please familiarise yourself with and comply with the actions identified in the Whitecross Village Hall's Covid 19 risk assessment displayed on the notice board and posted on our website. Further copies can be supplied by the Secretary - 01726 870310

The hirer, is responsible for ensuring those attending their activity or event comply with COVID-19 Secure advice while entering and occupying the hall.

Hall users must not enter if they, or anyone in their household, has shown COVID-19 symptoms in the last 48 hours.

If COVID-19 symptoms develop within 10 days of visiting these premises, alert NHS Track and Trace. Alert the hall Secretary on 01726 870310 and alert the organiser of the activity you attended.

Use the hand sanitiser provided on entering and leaving the premises. Clean your hands often. Soap and paper towels are provided.

“Catch it, Bin it, Kill it”. Tissues should be disposed of in one of the rubbish bins. Please then wash your hands.

The premises must be kept well ventilated throughout your hire, with windows and doors open as far as convenient, or opened at regular intervals, to allow the circulation of fresh air.

Ensure all windows and doors are securely closed on leaving.

Face coverings SHOULD be worn in confined areas (eg lobbies, kitchen and toilet areas) unless an exemption applies to a person (eg for health reasons and those aged under 11). You are also encouraged to wear them at a busy or crowded event if the organiser asks you to do so.

Encourage social distancing as far as possible to ensure all hall users feel comfortable. Limit the number of people attending your event or activity so as to maintain social distancing.

Take particular care to avoid any persons likely to be clinically extremely vulnerable to COVID-19 coming into close contact with other people they do not know, ensuring they can access the toilets or other confined areas without compromising social distancing, and that face coverings are used in their proximity. We wish to protect vulnerable people.

Arrange the room as far as possible so as to avoid close contact between people who do not regularly see each other, such as: seating side by side rather than face-

to-face or an empty chair between each person or household group. If tables are being used for a meeting, a wide U-shape is advisable.

In order to avoid risk of aerosol or droplet transmission, please take steps to avoid people needing to unduly raise their voices to each other, e.g., refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

Take turns to use confined spaces such as the lobbies, kitchen and toilet areas.
Whitecross Village Hall is perfect for the operation of a one way system.

Organisers are requested to keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend their event (or at least one member of any group of up to 6 people or 2 households who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of those who do not have a smartphone and are unable to register.

Organisers of your activity are responsible for cleaning touch points such as door handles, tables, chairs, light switches and surfaces before your use and again on leaving the hall.

Ensure the kitchen and kitchen equipment is left clean and bins emptied and all rubbish removed from the hall.

Ensure toilets are left clean and bins emptied and all rubbish removed from the hall.

In the event of someone becoming unwell with suspected Covid 19 symptoms while at the hall you should remove them to the stage. 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 then leave the premises, observing the usual hand sanitising precautions, Clothes should be laundered when they arrive home. Inform the hall Secretary on 01726 870310.

Whitecross Village Hall Committee 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.
- If it is reported that the Special Hiring Conditions above are not being complied with.
- In the event that public buildings are asked or required to close again.

If this is necessary, we will do our best to inform hirers promptly and no charge will be incurred for the hire.

