

March 2022: Covid-19 Special Conditions of Hire.

As we move into a new phase of the Covid-19 pandemic we believe that those hiring the Village Hall should follow the government's guidance to prevent future outbreaks despite the lifting of the remaining legal regulations. As a community asset used by a wide variety of organisations and individuals; we trust that during the time of your booking, **you** will manage the hall to minimise the chances of spreading Covid-19.

1. Precautions such as ensuring the **hall remains well ventilated, encouraging social distancing, handwashing and use of hand sanitiser are advisable.**
2. The legal requirement to wear a **face covering** has been lifted however, government guidance is that wearing a face covering will reduce your risk and the risk to others. This is particularly relevant when you meet people you don't normally have contact with in enclosed and crowded spaces.
3. You may wish to encourage those attending your event to take a **Lateral Flow Test** before the event.
4. **You should** comply with the **Village Hall's Covid-19 Risk Assessment.**
5. **It is advised that you should encourage** those attending your event to wash their hands with soap and water or use hand sanitiser. "**Touch points**" such as door handles, light switches, window catches, equipment, toilet, handles and seats should be regularly sanitised using your own cleaning products during the period of your hire.
6. **You should** ensure that if anyone attending the event or anyone in their household has COVID-19 symptoms they **MUST NOT DO SO.**
7. **Anyone** who used the hall and develops Covid-19 symptoms after their visit is **advised** to, self-isolate. **They should** alert **you** and **others**, who attended the activity. In addition, **you should** inform Belton Village Hall management committee if anyone using the hall contracts Covid-19.
8. As windows and doors may remain open to keep the hall well ventilated during the period of the booking. **You are** responsible for ensuring they are all securely closed on leaving.
9. **Social distancing legal regulations** (2 metres or 1 metre with additional mitigations) have been lifted. However, the risks of close contact with others should be considered, **particularly if clinically extremely vulnerable or not yet fully vaccinated.** This may mean that you will only be able to have a limited number of people attending your activity/event.
10. **You could** position furniture or arrange the room(s) as far as possible to reduce the risk of Covid-19 infection. **You** may wish to seat people side by

side, rather than face to face. If tables are being used, you may wish to place them at a distance, of **2 metres or 1 metre +**

11. **You are** responsible for the disposal of all rubbish created during the period of your hire, including tissues and cleaning cloths, in the rubbish bins provided before you leave the hall.
12. **You are** responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried, and stowed away.
 - a. **You should** bring **your own clean tea towels**, to reduce the risk of contamination between hirers and take them away.
 - b. **We will** provide washing up liquid and washing up cloths.
 - c. If you bring your own pre-prepared food and drink you must ensure that it is handled in a Covid-19 compliant way, in terms of consumption and disposal.
13. **We** 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 cleaning is required.
 - a. The hall may also be closed if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, **or**
 - b. In the event that the government instructs public buildings 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.
14. In the event of someone becoming unwell with suspected COVID-19 while at the hall **you should** remove them to a designated safe area which is the Stage Area or Committee Room (If the main hall is the only room being used).
 - a. 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 and social - distancing precautions and advise your group to launder their clothes, when they arrive home.
 - b. **You MUST** also inform the booking secretary that this incident has occurred, so that the hall can be closed while it is **Deep Cleaned**.

15. **Weddings, wedding receptions, birthday parties and other life cycle events:**

It is advisable to discuss your plans with your guests who are at greatest risk if they contract Covid-19. **You** should discuss the steps you have taken to reduce the risk of virus transmission at your event with at risk individuals such as older or more vulnerable people who will be present.

While **music** and **dancing**, is **permitted**; **you** are encouraged to avoid having a very "crowded" dance floor.

(See government guidance on Places of Worship and on Weddings).

16. Other special points as appropriate.

- a. **E.G. For performances and other events with seated audiences:** [You should provide guidance to ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row].
- b. **E.G. Where a group uses their own equipment:** [You should ask those attending to bring their own equipment and not share it with other members] or [You should avoid using equipment, which is difficult to clean, as far as possible]. You should ensure that any equipment you provide that is stored in the hall is cleaned before use and before being stored.

Staying COVID-19 FREE: HELP KEEP THIS HALL COVID-19 SECURE in 2022

We can confirm the Belton Village Hall has complied with the government's guidance on managing the risk of COVID-19.

TEN STEPS YOU CAN TAKE TO KEEP THE VILLAGE HALL SAFE:

1. You must not enter if you or anyone in your household has COVID- 19 symptoms.
2. If you develop COVID-19 symptoms after visiting these premises; you should seek a COVID-19 test.
3. **Maintain social distancing** as far as possible from anyone you do not have regular contact with:
4. **Use the hand sanitiser**, 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. It is **advisable to wear face coverings** in confined areas; unless an exemption applies (**E.G.**, for health reasons, those aged under 11 etc) Guidance encourages individuals to wear them at a busy or crowded event if the organizer asks you to do so, so as to protect more vulnerable people.
7. **“Catch it, Bin it, Kill it”**. Tissues should be disposed of into one of the rubbish bins provided. Then wash your hands
8. It is **advisable** to take turns **to use confined spaces such as the entrance hall, kitchen and toilet areas.**
9. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
10. **Keep the hall well ventilated. Close doors and windows on leaving.**