

CLAVERTON DOWN COMMUNITY HALL

Special COVID-19 Conditions of Hire

Note: These Special Conditions reflect Government guidance and Health Protection Regulations. They supplement, rather than replace, the Hall's usual Terms and Conditions of Hire and General Information, and are valid until further notice. It is a requirement that they are formally agreed to by all Hall hirers and users from 1st September 2020.

1. Hirers have responsibility for complying with Government COVID-19 guidance and identifying and managing risks likely to arise from their own activities when they have control of the premises. Sport and exercise should be conducted in strict accordance with COVID-19 guidance issued by the relevant governing body for that sport or exercise activity. Those attending yoga or pilates should bring their own mats to reduce contact with the floor;
2. Hirers must ensure that all those attending their activity comply with the COVID-19 Secure Guidelines as shown on the attached poster - which is also displayed at the Hall entrance, including using the hand sanitiser supplied when entering the Hall. Users should also bring their own sanitiser, wipes, tissues, etc;
3. Hirers will be provided with a copy of the Hall's COVID-19 Risk Assessment and must undertake to comply with the actions identified therein;
4. All users are required to wear face coverings inside these premises. This became a Government requirement, enforceable in law, from 8th August 2020.
5. Hirers are required to clean items/surfaces, etc that their group might use/touch before their group arrives, during and after their allocated hire period. These should include tables, chairs, door handles, light switches and the toilet. To facilitate this, our usual 4-hour hire periods will be extended by 25 minutes at either end, i.e. 0835-1325, 1335-1825, 1835-2325;
6. Hirers must make it clear to all attendees that nobody should attend the premises if they have, or have had in the last 7 days, COVID-19 symptoms, or are self-isolating due to symptoms in their household. If they develop symptoms within 7 days of visiting these premises they must inform the NHS Test & Trace system to alert others with whom they have been in contact. Hirers are required to keep contact details (name, phone number or email address) of attendees for 21 days to assist with NHS Test & Trace if required;
7. A one-way system will operate – enter through the main doors, exit through the fire exit into the car park. The Hall should be kept well-ventilated as far as possible. Hirers must ensure that the Hall is made secure before leaving;

8. Hall capacity is limited to 20 persons maximum at any time to allow adequate space for 2 metres social-distancing in all directions. For that reason only 20 chairs will be available in the store room opposite the kitchen. Chairs stacked elsewhere should not be touched. Particular care must be taken to ensure that 2 metre social distancing is maintained at all times for persons aged 70 or over and the clinically vulnerable. A face covering should be used in any enclosed space where 2 metre social distancing is not possible;
9. Hirers should position tables and/or chairs to facilitate social distancing of 2 metres between individuals or groups of up to two households, preferring side-to-side rather than face-to-face positioning;
10. Hirers are required to collect and take away all rubbish generated during their hire period;
11. The kitchen will be closed and out of bounds, so users will need to bring their own drinks and other refreshments. Our standard Conditions of Hire require that any item of electrical equipment plugged into a socket in the main Hall must be PAT tested;
12. Only the accessible (disabled) toilet (i.e. one WC) will be available for use to facilitate one-in/one-out operation;
13. No parties or indoor performances will be permitted;
14. In the event that someone develops COVID-19 symptoms while on the premises they should leave immediately or move to the Committee Room isolation area (behind the stage) pending collection, where a COVID-19 First Aid Box is provided. Other attendees should leave the premises, having provided contact details, and having been advised to launder their clothes. The Hall Booking Secretary or other Committee Member should be informed;
15. We reserve the right to close the Hall at short notice in the event of COVID-19 safety concerns - for example if someone who has attended the Hall develops symptoms and a non-scheduled deep clean is required, or if public facilities are required to close again;
16. Hirers who bring or use their own equipment stored at the Hall are required to sanitise this for each session and before stowing it away;
17. In order to avoid the risk of aerosol or droplet transmission, hirers must take steps to avoid people needing to unduly raise their voices, e.g. refrain from playing music at a volume that makes normal conversation difficult;
18. Persons waiting to collect Hall users should adhere to social distancing outside the building or remain in their vehicle;
19. Window and stage curtains will be tied back in the open position and should not be touched.
20. If using the outdoor Boules piste, games should be limited to either one group of six players or two groups of four. Players must only touch their own equipment.

HELP KEEP THIS HALL COVID-19 SECURE

- 1. DO NOT ENTER if you or anyone in your household has COVID-19 symptoms.**
- 2. A face covering MUST be worn** inside these premises by **ALL** occupants.
- 3. If you develop COVID-19 symptoms within 7 days** of visiting these premises alert NHS Test and Trace. Alert the Hall Booking Secretary on 07553 577661 and alert the organiser of the activity you attended.
- 4. 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. No more than 20 persons in the Hall at any one time. No parties or indoor performances.
- 5. Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
- 6. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 7. “Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided, then wash your hands.
- 8. Check that the organiser of your activity has cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We cannot clean all surfaces at the Hall between each hire.
- 9. Take turns to use confined spaces such as corridors and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is lower risk. Only one WC in operation. No use of kitchen facilities.
- 10. Keep the Hall well ventilated. Close doors and windows on leaving.**
- 11. Wash your clothes when you get home** to reduce risk of transmission.