

6.7.20

Alfrick and Lulsley Village Hall

To ALL REGULAR USER GROUPS



Reopening of the Village Hall

You will be aware that the Government has announced that Village Halls can reopen from 7th July and some user groups have already made enquiries about this. The Village Hall Committee (VHC) has received a detailed Guidance Document from ACRE (Action with Communities in Rural England); advice which is endorsed by our insurers. The notes below on the use of the Village Hall reflect the advice from ACRE, adapted for use in our Hall.

Please follow the advice in these notes; we have done all we can to ensure that the Village Hall is a safe environment but it finally comes down to the users of the Hall to ensure their own safety and that of your members via user group leaders.

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

SC1: You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3: You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive 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), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving. Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4: 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.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6: You will ensure that no more than 28 (main hall) or 6 (committee room) people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than [e.g. two] people use each suite of toilets at one time.

SC7: 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.

SC8: You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. 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 [insert or attach drawing or photo].

SC9: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided [insert location] before you leave the hall.

SC10: You will encourage users to bring their own drinks and food as currently we are asking users NOT to use the kitchen area.

SC11: 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.

SC12: 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 changing room. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. 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 them to launder their clothes when they arrive home. Inform a member of the Village Hall Committee – contact details on the notice board in the village hall lobby.

GENERAL

- The VHC plan to open the Hall to regular user groups from Monday July 13th.
- Anyone who has used the Village Hall and who later develops symptoms of Covid- 19 is asked to notify a member of the VHC as a matter of urgency so that the Hall can be deep cleaned.
- Bookings for the Hall can only be accepted where the numbers attending are known in advance and those numbers are within the Hall's capacity (See under Social Distancing). As only existing users are involved initially the only problem that is likely to arise results from groups having to move from the Committee room to the main Hall in order to maintain social distancing.
- Please ensure you take a register of all attending your group, to aid communication should someone later be tested positive for the virus.

Can all groups please confirm booking dates and times with Adrian Biggs please.

SOCIAL DISTANCING

- The current rules require social distancing of 2 metres unless there are circumstances where this is not possible; under these circumstances it is permitted to reduce the distance to 1 metre provided that there are mitigating measures in place such as wearing a mask. The VHC have based all use of the Hall on maintaining a 2 metre distance as we do not expect our users to want to wear face masks for an extended period of time.

- **Using a formula provided by ACRE and a 2 metre distancing rule, 28 people can be accommodated in the main Hall and 6 in the committee room.**
- Social distancing would not be possible in the kitchen area so users are asked **NOT to use the kitchen facilities for the time being** – please bring drinks etc. with you and do not use any of the crockery and cutlery in the kitchen (see also under Hygiene).
- Where possible at meetings users should sit side by side to each other rather than facing one another as per Government Health advice.
- **SINGING in an enclosed space has been identified as being more likely to spread infection than coughing or sneezing and for the moment the VHC cannot accept bookings for choirs.**

HYGIENE

- The Hall will be deep cleaned before reopening and weekly thereafter as a routine unless additional cleaning becomes necessary. Our cleaners are fully aware of the additional measures needed to deal with Covid 19.
- On entry you will find a bottle of hand sanitiser in the lobby; please use this before entering the Hall.
- As part of the hiring agreement users are requested to leave the Hall ready for the next users. **This requirement is now essential** and users may need to allow extra time to clean up after their use. Cleaning wipes will be provided to wipe down any surfaces ready for the next user.
- As it will be difficult to adequately sterilise kitchen equipment, for the time being users are requested not to use the kitchen facilities. Initially the hot water supply to the kitchen will be turned off and the fridges and freezer left switched off. As soon as we are confident that using the kitchen does not pose a risk it will be returned to normal (see also Social Distancing).
- If possible, restrict the use of the toilets to one person at a time. There is a suggestion by ACRE that electric hand driers can act to spread the virus by dispersing water droplets. The VHC considers this to be a low risk in the Hall installation, but paper towels are provided as an alternative choice by users.

IMPACT ON HALL USERS

Having read the above, each user group will have worked out the likely effect it will have on them; hopefully for most it will be little more than a small inconvenience. There are some users, however where it will have a significant impact or make Hall usage impossible. The VHC would like to discuss with each group how the changes will affect them. The situation as regards the virus whether for better or worse, is unlikely to remain static for long, and the VHC will reissue these Guidelines as needed.

Please acknowledge agreement to the above Covid 19 Rules

NAME _____

On behalf of _____