

OFFENHAM VILLAGE HALL

These instructions are in addition to the BOOKING CONDITIONS AND USERS GUIDE

TO HELP MAKE THE HALL COVID19 SECURE (ISSUED 23 JULY 2020)

OUR NEW MOTTO IS IF YOU USE IT YOU MUST CLEAN IT

For small groups ie exercise classes, meetings

The hirer will be responsible for those attending their activity or event with the COVID-19 Secure guidelines while entering and occupying the hall and in particular to using the hand sanitiser supplied when entering the hall.

Only One person should enter the hall from the kitchen and then open the front door for the rest of the group.

A hand **sanitiser dispenser** is in the kitchen under the notice board.

Please note there is a **user's cleaning bucket** containing cleaning materials and rubbish bags you may need for your hire.

Please use the cloths provided and take them with you for cleaning.

You will be responsible for cleaning all touchable areas such as door handles, push plates on doors, and toilet handles, seat frames, wash basins, kitchen sinks, and any other surfaces which are going to be used or touched.

Also switches and electrical equipment and sound system but use cloths do not spray.

When entering the foyer from the front door please keep to the right-hand side and keep to the **social distancing guidelines**.

Your group should enter the foyer one at a time unless they are with someone from their own household or bubble.

Remind your members to sanitise their hands.

Dispensers are also located on the wall to the right as you go in, one before you enter the main hall, two in the main hall, one by the bar and one by the Fire exit. There is one on the right wall for when leaving the hall.

Please keep to the right side of the foyer. Do not loiter in the foyer and keep to **social distancing guidelines**.

Toilets

We recommend for small bookings only the **disabled toilet** is used to save you time having to clean all toilets before you leave.

Only one person is allowed in the toilets at any one time except if you are accompanying a child or someone who requires help.

When using the toilets change the sign on the door to **OCUPIED** and on leaving change to **VACANT**.

Wash hands with water and soap and dry them with the paper towels supplied or the new Fast Drying Hand Dryers.

Areas used should be wiped with wet wipes provided and place both wipes and towels in the bin.

Kitchen

If you use the kitchen you must regularly clean all surfaces.

Only 2 people allowed in the kitchen at any one time and they must keep to the socially distanced guidelines whenever possible. If it is not possible you should work side by side. Face masks are advised.

Crockery & equipment must not be shared with anyone and must be washed up in hot soapy water and dried before putting away. You must bring in your own tea towels.

If the kitchen is used all surfaces including the floor must be cleaned.

Exercise Classes & Meetings

Before using the hall, you will have been given and agreed verbally instructions about what is required of you and have signed a form agreeing to this. Doing more than the instructions is welcome to keep everyone safe.

It is recommended that you allow at least 15 mins either side of your booking to clean the hall.

It is your responsibility to clean or sanitise any area your group use with the products & equipment provided **before, during and after** your booking. Please clean any liquid spillages immediately.

When your activities have finished you must sweep or vacuum the floor if it requires doing.

If the floor requires cleaning (wet washing) please use the correct cleaning products and equipment from the cleaning cupboard and use the correct dilution rates. All products and equipment are clearly marked where they should be used.

Exercise Classes

It is recommended you keep the hall well ventilated with doors and windows open remembering to close them when you leave.

Before your class arrives, **clean** the floor areas your class will be using with the **spray mop which contains sanitiser fluid**.

The floor area used must then be cleaned again before you leave for the next users.

Please take the Micro Fibre cloth home, wash, and reuse them at your next booking.

To avoid risk of aerosol or droplet transmission you must take steps to avoid people to unduly raise their voice.

le refrain from playing music at a volume which makes normal conversation difficult.

Chairs & Tables

For your safety and to make it easier we have allocated 21 chairs to be used.

The other chairs have been cordoned off and must not be used.

We recommend you sanitise your hands or wear plastic gloves when moving chairs and tables.

Please wipe the tables with the sanitiser cleaner provided before and after your booking and maintain social distancing

Put out only the chairs you need and cover with a plastic cover if required and keep to the social distancing rules with 2m between individual people or groups of up to two households or 1m with mitigation measures. ie seating side by side with at least one empty chair between each person or different household groups.

Sanitise the plastic covers afterwards and wipe frames of chairs.

People

The maximum number of people allowed in the hall at any one time is 30. This includes helpers and staff and if social distancing allows that many.

You must keep your event to the current social distancing guidelines maintaining 2m apart or 1m plus when using confined spaces. Marking the floor with chalk is recommended and will clean off when you have finished

You must also keep a record of everyone who attends your class / activity for 3 weeks after your booking,

Other instructions & reminders. These are mandatory meaning you must do them.

You must wipe clean and sanitise **all** areas of the hall you use.

You must clean all toilets you use ie Toilets, Basin, Door Handles with the cleaning products provided

Using the disabled toilet only reduces your cleaning time

Clean light switches with a sanitising wipe or cloth with cleaner on it . Do not spray liquid on to electrical switches.

Clean tables and chair frames if used.

You **must** take all rubbish home no matter how small. All bins have bin liners and must be replaced for the next users

Extra bin liners are kept in the cleaning cupboard.

All cleaning equipment and supplies are to be put back and stored correctly as they were found?

It is your responsibility to make sure your groups are aware of these instructions and keep our hall safe

These are unusual times and we all have responsibilities keeping the hall COVID FREE and keeping everyone safe.

For an extra charge, our cleaner can be booked

IF ANYONE IN YOUR GROUP HAS BECOMES ILL AT THE HALL WITH COVID19 SYMPTOMS PLEASE ISOLATE THEM IN THE BACK ROOM UNTIL THEY CAN BE COLLECTED

PLEASE RING OUR BOOKING HOTLINE 07519033287 TO LET US KNOW

PEOPLE MUST NOT ATTEND IF ANYONE IN THEIR HOUSEHOLD HAS HAD COVID-19 SYSTEMS IN THE LAST 7 DAYS.

IF THEY DEVELOP SYMPTONS WITHIN 7 DAYS OF VISTING THE HALL, THEY MUST USE THE TEST, TRACK AND TRACE SYSTEM TO ALERT OTHERS WITH WHOM THEY HAVE BEEN IN COTACT.

THE VILLAGE HALL TRUSTEES AND MANGEMENT COMMITTEE HAVE TAKEN GREAT CARE, SPENT A LOT OF MONEY AND DONE ALL WE CAN TO MAKE THE HALL SAFE FOR EVERYONE. THE REST IS UP TO YOU.

IF YOU FEEL THE HALL WAS NOT CLEANED PROPERLY BY THE LAST USER GROUP PLEASE LET US KNOW

These instructions are in **addition** to the **BOOKING CONDITIONS AND USERS GUIDE**

I agree to the Offenham Village Hall Booking Conditions and Instructions

Name _____

Signed _____

Date _____