

# **OFFENHAM VILLAGE HALL**

These instructions are addition to the BOOKING CONDITIONS AND USERS GUIDE Updated 1 January 2021

## **THE INSTRUCTION IS IF YOU USE OR TOUCH IT YOU MUST CLEAN IT**

### **With New Government Tighter And Tier 3 Instructions In Force From 31<sup>st</sup> December 2020**

#### **We Have Updated Our Covid19 Instructions And Use Of Our Hall**

#### **PLEASE KEEP YOURSELVES SAFE AND OUR HALL SAFE THANK YOU**

**For small groups not using the kitchen ie exercise classes, meetings etc.**

**Please encourage everyone entering the hall to scan the NHS app on the front door.**

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

**Also please inform and encourage those attending to abide by the halls' and government instructions.**

Only one keyholder to enter the hall from the kitchen and to open the front door for the rest of those attending.

When entering the hall keep to the right-hand of the foyer and to the **social distancing guidelines/instructions**.

Enter the foyer one at a time unless with you are with someone from your own household.

**Encourage** everyone attending to sanitise their hands, dispensers are situated on the wall by the gent's toilet and before entering the main hall. In the hall there are two more dispensers one by the bar and one by the Fire exit

When leaving the hall attendees must keep to the right side of the foyer and sanitise hands from the dispenser situated by the ladies' toilet. Attendees must not loiter in the foyer.

If you can, leave by the side Fire Exit to avoid getting too close to others and keep to the social distancing rules.

Face masks must be worn when entering, exiting the foyer, and using the hall.

Face masks do not have to be worn if you are exercising but must be worn when entering and exiting the foyer and at all other events.

#### **Toilets**

**Until further notice only the disabled toilet can be used.**

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

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

**Encourage** washing hands with water and soap from the dispenser and dry them with the paper towels or use the new electric hand dryers.

Wipe down areas of the toilets that have touched with wet wipes provided and discard both wipes and towels in the bin provided.

**Check and empty all bins after your booking and you must take all rubbish away from the hall**

**All bins have bin liners and must be replaced for the next users.**

## Exercise classes

You 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 guidelines is welcome to keep everyone safe.

It is recommended that you allow at least 10 mins either side of your booking to clean the hall.

Before those attending the hall arrive you must sanitise the floor areas you are using with the spray sanitiser fluid supplied and wipe it down with the Mop and Micro Fibre cloth provided as agreed.

Wipe down all touchable areas ie handles, door plates, toilet areas.

**It is your responsibility to clean or sanitise any other area that requires it during your before, during and after your booking. Please clean any liquid spillages immediately.**

When your class has finished sweep or vacuum the floor if it is required ie Mud, dirt or mess

The floor area used must then be sanitised again with the spray sanitiser fluid before the next users arrive.

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

**Check and Empty all bins after your booking and you must take all rubbish away from the hall**

**All bins have bin liners and must be replaced for the next users**

Please take the Micro Fibre cloth away with you and wash and reuse them at your next booking

## Meetings

You 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 guidelines is welcome to keep everyone safe.

It is recommended that you allow at least 10 mins either side of your booking to clean the hall.

**It is your responsibility to clean or sanitise any other area that requires it during your before, during and after your booking and ready for the next users. ie Tables, chairs, handles, door plates and toilet areas.**

When your meeting has finished sweep or vacuum the floor if it is required ie Mud, dirt or mess.

**Check and Empty all bins after your booking and you must take all rubbish away from the hall**

**All bins have bin liners and must be replaced for the next users**

## Chairs

For your safety reasons we have allocated 21 chairs to be used.

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

Put out only the chairs you require and use the plastic covers if required and throw them away afterwards.

## Tables

Use only the tables you require and sanitise them before and after using them.

## People

The maximum number of people allowed in the hall at any one time is 15. This excludes staff.

**You must also keep a record of everyone who attends your class / function 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 and leave clean for the next users.

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

Using only one toilet reduces your cleaning time

You must also wipe all light switches with a sanitising wipe.

Do not spray liquid on to electrical switches

You **must** take all rubbish away from the hall.

All bins have bin liners and must be replaced for the next users

Bin liners are kept in the cleaning cupboard

Do not enter the hall if you are showing any COVID19 symptoms

**It is your responsibility to make sure your Attendees are aware of these instructions**

**We are in unusual times and we all have responsibilities in keeping the hall COVID19 secure and to make sure everyone is safe.**

Do not forget these are **addition** instruction to the **BOOKING CONDITIONS AND USERS GUIDE**