

Special Conditions of Hire (COVID-19)

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 poster (Attachment 1) 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. You will complete the checklist (Attachment 2) and leave it in the Hall letterbox.

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 people attending your activity/event remain in groups of no more than 6 and not switch between groups. Each group must remain socially distanced from other groups. People in each group must avoid mingling or mixing with other groups. This does not prevent a friendly smile or greeting, discussion in a meeting, but handshakes, hugs, sharing items and close contact must be avoided with those in other groups. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises (in through the main door, out through the porch door), and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible.

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 social distancing of 2m between individual people or groups or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face, and good ventilation. 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.

SC9: You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. Note: you should not give this personal information to the Penton Recreation Committee, but you SHOULD inform PRC immediately (as well as NHS Track & Trace) if one of your attendees is tested positive for Covid-19.

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the appropriate wheelie bin outside the main entrance.

SC11: You will encourage users to bring their own drinks if required. Consumption of food is currently discouraged. Use of the kitchen is restricted to cleaning purposes and particularly the kitchen is NOT to be used for food and drink preparation. We will provide washing up materials, tea towels and other cleaning materials.

SC12: 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.

SC13: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should contact NHS111 and follow guidance on the Test and Trace process. 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.

You must inform the Hall Committee by leaving a message on 01264 513 313 and the hall cleaner on 07818 142373 so we can begin the task of deep cleaning and isolation before others use the Hall.

SC14: Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC15: Other special points as appropriate.

Where a group uses their own equipment; you will ask those attending to bring their own equipment and not share it with other members.

You will avoid using the upholstered chairs, which are difficult to clean, as far as possible. If you need an upholstered chair, you will take it from the "clean zone", then after use you will place each used chair in the "quarantine zone" (marked).

SC16: All hall users will be required to wear a face covering, and will be required to keep it on, unless covered under a 'reasonable excuse'. This could be for a gym class, if users need to eat or drink something, or if they have a health or disability reason to not wear one. Face coverings can be removed if users are undertaking exercise or an activity where it would negatively impact their ability to do so. See government rules for community facilities.

Attachment 1: Poster

HELP KEEP THIS HALL COVID-19 SECURE

1. You must not enter if you or anyone in your household has COVID-19 symptoms.
2. If you develop COVID-19 symptoms within 7 days of visiting these premises alert Test, Track and Trace. Alert the hall management on 01264 513313 and alert the organiser of the activity you attended.
3. 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.
4. Use the hand sanitiser provided on entering the premises. 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. "Catch it, Bin it, Kill it". Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
7. Check the organisers of your activity have 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.
8. 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 low risk.
9. Keep the hall well ventilated. Close doors and windows on leaving.
10. Wash your clothes when you get home to reduce risk of transmission.

Attachment 2: Checklist

For every session, please ensure that all these actions have been taken and signed off.

Leave this sheet in the Hall letterbox.

Spare sheets will be found by the letterbox and under the Old School Bell in the foyer

You must be aware of and follow all the other Special Conditions but these are the most essential for protecting all Hall users.

The name of your session: _____

The date: _____

Your name: _____

Action	Signed off
Clean 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 your group arrive	
Open window(s) and door(s) as appropriate to provide good ventilation	
Tell everyone about the face covering rules. Keep a record of names and contact details for all the attendees at your session. Do not write it on this sheet. Only share the list if asked by Test & Trace team.	
Clean door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to have been used during your period of hire AFTER your group leaves	
Close window(s) and door(s) after your group leaves	
Put this signed sheet in the hall letterbox	