

# SYDLING ST NICHOLAS VILLAGE HALL

## SUPPLEMENTARY CONDITIONS OF HIRE DURING COVID-19

**Note: These conditions are supplemental to the hall's ordinary conditions of hire. You, the hirer will be responsible for ensuring those attending your activity or event comply with the COVID-19 secure guidelines whilst entering and occupying the hall and the grounds.**

Please make sure that everyone likely to attend your activity understands that they **MUST NOT DO SO** if they are unwell, have COVID symptoms or if they or anyone they live with has had a positive COVID-19 test within the last 10 days, and that if they test positive 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.

ALL ATTENDEES must agree to leave their names and a contact number so they can be contacted in this event. These personal details must be kept for 21 days, and will not be used for any purpose other than COVID-19 contact tracing.

Please ensure these names and contact details are made available to the booking secretary for Track and Trace purposes.

It is advisable to wear a face covering upon entering and exiting the premises. This can be removed once seated or positioned for an exercise class. Social distancing guidelines should be adhered to (2 metre distance without a face covering- 1 metre with a face covering). Family groups or people who live together are exempt.

The village hall premises are thoroughly cleaned once a week, and all reasonable effort has been made to make the Village Hall a COVID secure area. To further reduce risk to users the trustees recommended adherence to the following:

Use of available hand sanitiser upon entering and leaving the hall.

As good ventilation is likely to reduce risk of viral spread, if weather permits open windows and fire exit doors to allow fresh air to circulate. Please ensure these are securely fastened afterwards.

Please be aware of respiratory hygiene, binning tissues and being mindful of hand hygiene.

After your group has left please wipe down surfaces touched with appropriate anti-bacterial wipes or spray and paper towel (minimum 70% alcohol) paying attention to window and door handles, door plates and light switches if used (no spray). Please ask users to wipe toilet seats, flush handles and taps after use.

Please wipe down any kitchen surfaces used, kettle, fridge handles and clean and dry crockery and cutlery thoroughly.

Please leave used t towels by the sink, these will be washed by a trustee.

Please use plastic chairs where possible rather than upholstered, unless a member of your group requires a chair with armrests in which case an upholstered chair may be used. Please leave upholstered in the Kingfisher room after use, where they will be stored for 5 days before reuse.

Plastic chairs and tables will require a wipe down before being stacked away.

The Kingfisher room may be used if a member of your group becomes unwell or develops COVID symptoms. In this case they may use the room to rest and wait whilst suitable arrangements are made for them to be picked up.

Please inform the booking clerk as soon as possible so that arrangements can be made to inform other users and deep clean the premises.

In this circumstance please ask your group to leave the premises and leave all rubbish as it must be disposed of according to recommended guidelines.

Use of toilet facilities:

The entrance to the toilets has been identified as a significant 'pinch point' therefore we recommend the following:

Social distance queuing outside the main door to the toilet area (in the lobby).

One person at a time to use each of the toilet rooms.

Use the ENGAGED sign on the door to ensure privacy and safety.

Please observe the hand washing advice in each washroom.

Please use the bins in the washrooms for paper towels. These will be emptied by trustees.

Please take your other rubbish away with you.

Trustees reserve the right to cancel any event or group at short notice should the need arise eg if there is an outbreak of COVID-19 locally or a previous hirer or trustee has been taken ill.

These conditions will be reviewed regularly and updated according to government guidelines.

Thank you for your cooperation and we look forward immensely to opening the whole hall to you all, as before, in the near future.

SVH Trustees  
March 29th 2021