

STEEPLE ASTON VILLAGE HALL SPECIAL CONDITIONS DURING COVID-19 HIRING AGREEMENT

Sept 2021

Please note these conditions are supplemental to the Hall's normal conditions of hire and are not intended as a replacement.

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. Those guidelines are shown on the attached poster, which is also displayed in the Hall lobby. Please note these include using the hand sanitiser supplied – when entering the Hall; after using tissues; and when leaving the Hall.

SC2:

You, the Hirer, have read the **Hall's Risk Assessment** and will undertake to comply with the actions identified in it. If you have to supply a copy of your own **Risk Assessment** for insurance purposes, please give a copy of this to the Letting Agent.

SC3:

The Hall will be cleaned before your arrival, but you will be responsible for cleaning all regularly used surfaces during and after your period of hire (this includes chairs, tables, door handles, light switches etc.)

At certain times you may need to clean before other members of your group arrive, but if this is the case you will be notified beforehand.

You will need to bring your own wipes, cloths etc. and at the end of your session place them in the rubbish bag you have brought for your group and take the bag away with you. (Please do not spray electrical equipment, use a cloth.)

SC4:

You must make sure that everyone likely to attend your activity, or event understands that they **MUST NOT ATTEND** if they, or anyone in their household, has had COVID-19 symptoms in the last 48 hours and that if they develop symptoms within 10 days of visiting the premises they **MUST** inform **you, the Hirer** (who will inform **Barbara Brewer** – see SC13) and must take a COVID-19 test.

SC5:

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

SC6:

You will ensure that no more people than can be socially distanced within the bounds of your activity, attend. You will ensure that everyone attending maintains appropriate social distancing while waiting to enter the premises, observes the one-way system within the premises and as far as possible implements mitigation measures such as face coverings within confined areas.

When using the toilets, only one person is allowed in each toilet – ladies', gents', and disabled – and everyone using the toilet needs to change the sign on the door when entering. When the toilet is occupied, one person can socially distance in the lobby.

SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over, or likely to be more clinically 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, or others confined areas without others being present.

SC8:

You will position furniture, or arrange the room as far as possible to facilitate social distancing 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. You will ensure in those circumstances that there is good ventilation.

If tables are being used, you will place them so as to maintain social distancing across the table between two people who are face to face – e.g. using a U-shaped configuration.

SC9:

You need to keep a record of the name, email, or contact telephone number of all those attending your activity either through an advance booking system, the NHS QR poster, or a register of attendance.

SC10:

You will be responsible for bringing a **rubbish bag** for the disposal of all rubbish created during your hire, including tissues and cleaning cloths and for taking all your rubbish away with you when you leave the hall. (see also SC3.)

SC11:

Food and drink cannot be served in the Hall at present so the kitchen is only available for filling water bottles. You may bring your own food and drink but it should if possible be consumed while seated or outside.

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 the hire.

SC13:

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the Hall you should remove them to the designated isolation area which is currently the **Committee Room**.

You should then follow the instructions in the Committee Room and in the **COVID-19 First Aid Box**.

Then check the contact details of your group and advise them to leave the premises observing the usual hand sanitising and social distancing precautions and also advising them to launder their clothes when they arrive home.

INFORM BARBARA BREWER on (01869) 340423 IMMEDIATELY.

SC14:

For events with more than 30 people, you will take additional steps to ensure the safety of the public

- e.g. by providing a booking system; appointing seating stewards and using a toilet rotation system.

SC15:

In order to avoid risk of aerosol, or droplet transmission you must take steps to avoid people needing to raise their voices to each other – e.g. refrain from playing loud music which makes normal conversation difficult. Singing is allowed without masks, but masks should be worn in confined areas like the toilets.

SC16:

Groups such as exercise classes need to bring their own equipment and not share it with other members. Where possible, equipment should not be stored on the premises.

SC17:

You may need to discuss with the Letting Agent, or Village Hall Management Committee any organising problems or expectations arising from specific information supplied to you by your activity's relevant governing body.

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 10 days** of visiting these premises alert **Barbara Brewer** on (01869) 340423 and alert the organiser of the activity you attended. You must also seek a Covid-19 test.
- 3. Maintain appropriate social distancing as far as possible** as you enter the hall for your activity and observe the one-way system in operation.
- 4. Use the hand sanitiser provided** on entering and leaving the premises and also after using tissues. Wash your hands properly. 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 you have brought. Then wash your hands.
- 7. The Hall will have been cleaned before your activity.** Please keep door handles, tables and chairs clean. We do our best to clean all surfaces between each hire.
- 8. Take turns to use confined spaces.** One person at a time in the toilets – ladies’, gents’ and disabled – with one person socially distanced in the lobby. 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.

COVID – 19 FIRST AID BOX

*Face mask (covering) and pair of plastic gloves x2 – each set in a plastic bag (for responder and patient)

*Plastic face shield – for the responder

*Pocket pack of tissues

*Hand soap in pump dispenser

*Small hand sanitiser gel

*Disposable apron e.g. plastic sleeveless or cheap overalls

*Small packet anti-bacterial wipes

*Rubbish bags x 2 (so disposables can be double-bagged) The outer marked ‘Covid Waste’

*Washing up bowl for handwashing

A plastic chair has been placed in the isolation space with this notice.

Laminated instructions for how to respond are attached to the box and a laminated copy of this sheet is in the box

Hirer to ensure their Hall users are aware of this box when first using the facilities.

COVID-19 TREATMENT PLAN

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the Hall you should: -

1. Send them home immediately
2. Check you have the contact details of your group
3. Ask the rest of your group to leave the premises, observing the usual hand sanitising and social distancing precautions
4. Advise them to launder their clothes when they arrive home

5. INFORM Barbara Brewer on (01869) 340423

If the unwell person needs to wait for a lift: -

1. Remove them to the Committee Room where the equipment needed is situated
2. Put on a mask, face shield, gloves and apron to protect yourself
3. Provide them with tissues, a plastic rubbish bag, a bowl of warm water, paper towels, and sanitiser for hand washing

Once they have been collected: -

1. Remove gloves, apron and face mask and place in the rubbish bag*
2. Leave face shield on top for disinfection
3. Wash your hands for at least 20 seconds with warm soapy water
4. Wait for – Barbara Brewer – to arrive
5. Once home launder all your clothes and wipe down your car with disinfectant

*The waste should be double-bagged and kept for 72 hours before being collected