

## Additional Terms and Conditions of Hire re Covid -19

Effective from 22 September 2020 until further notice

- Please do not visit the hall if you are experiencing symptoms or have been in contact with anyone displaying Covid -19 symptoms in the last 48 hours.
- Please sign in, if possible, using the QR code on the NHS Covid 19 app.
- All members of the public will be required to follow instructions provided by the hirer, as well as the instructions in the hall.
- Please use the hand sanitisers upon entry to the village hall and when leaving the village hall or entering the kitchen or toilets.
- Social distancing will be adhered to in the hall. Face coverings must be worn in all areas of the hall, except when exercising in the Scorch Room. Over 70's and other vulnerable people should maintain a distance of 2m from others.
- A one-way system will be in use to enter and exit the Scorch Room (main hall)
- Windows in both rooms will be opened to allow ventilation while people are using the rooms. Windows to be closed at the end of the hire period.
- Numbers of people in the Broadley Room are limited to 6 and 30 in the Scorch Room.
- All hirers are to provide a Method Statement to the Bookings Secretary prior to their first hire. Access to the hall will not be permitted until this has been approved.
- All hirers will sanitise all touch points immediately after their hire. Please do not spray electrical switches / sockets. Clean with wipes. Please pay particular attention to wash hand basins, sinks and taps.
- The use of the kitchen and toilets will be limited to one person at a time.
- Hirers must provide their own crockery and cutlery for refreshments.
- In the event of a visitor falling ill with Covid -19 symptoms while attending a class, meeting etc you should remove the person to the Broadley Room and instruct everyone else to leave the building immediately. The hall will be closed for 72 hrs. The Booking Secretary must be advised immediately.
- If a visitor falls ill after attending a class, meeting or after visiting the hall (within 10 days of visiting the hall) the Booking Secretary will be informed by the hirer so appropriate action can be taken. The hirer shall maintain records of those attending for 21 days after each hire and provide the record to Track and Trace if required.