

Stoulton Village Hall – Instructions for class and meeting hirers for COVID safe

General

- Group / Class leaders are responsible for ensuring COVID safe procedures are followed as a condition of use and we request written (email) acceptance of these instructions prior to commencement of hire
- We request that any issues, concerns or feedback is provided back to the booking secretary after any of your sessions
- Hirers are allowed an additional 15 minutes prior to the chargeable booking and 15 minutes after without charge to ensure all cleaning activities are completed. This can be extended if required via agreement with booking secretary.

Entering and exiting communal areas and movement around the hall

- Hirers should agree with their attendee's their approach to wearing masks. Current advice (subject to change) is that masks should be worn indoors where people from different 'bubbles' are meeting. Hirers need to agree practicality dependent upon the nature of their class. Any change to legislation requiring the use of masks indoors must be adhered to.
- Please follow the one-way system re entering and leaving the building and advise users of particular care required with reference to social distancing in the lobby area when walking to the toilets.
- We will be providing a supply of tables in main building to avoid having to use storeroom. Additional equipment required from storeroom can be requested by the hirer and agreed with booking secretary.
- Where tables and chairs are used please arrange for a minimum of 2m distancing between people where possible or consider wearing masks at tables for classes and meetings if only 1 m+ is practical
- Please keep doors open to allow air flow dependent on the weather but with a minimum of having windows open. Advise the booking secretary if additional heat is required in the hall.
- Curtains are not to be touched by hirers.

Handwashing and cleaning.

- We have provided signage re handwashing and have provided sanitiser at the entrance lobby and at the exit. Please remind your attendee's and advise the booking secretary if supplies are inadequate
- Please clean surfaces and handles before and after event. This includes all door handles in the main hall and the toilets.

- Chairs and tables when used should be cleaned before and after with particular focus on the parts that are handled
- Cleaning products will be made available and in addition the cleaning regime for the hall is being increased. Any feedback or issues are welcome

Kitchen and Utility area.

- If you wish to use the kitchen facilities please clean surfaces and handles cleaned before and after.
- Any cups utensils etc should be thoroughly cleaned and dried and put away. Please paper towels provided for drying and dispose.
- No more than 2 people in kitchen at any one time and if you are serving any beverages or food that you have provided to your attendee's then you must wear a face mask when doing so.

Record of attendance.

- Record kept of who is attending your class for the purpose of test and trace
- Hirers responsible for collecting and owning the data for their booking and for making available to authorities if requested.

If you become aware that anyone attending your class or meeting has been confirmed as having contracted COVID 19 and they have used the hall in the preceding 14 days then you should advise the booking secretary or a committee member immediately.

Thank you for your cooperation and do not hesitate to contact us if you have any concerns or issues

Stoulton Village Hall Committee

I confirm that I have read and understand the additional requirements placed on me as a condition of hiring Stoulton Village Hall due to the ongoing Covid 19 risk. I confirm that I will adhere to these additional requirements on each occasion I hire the facility.

Signed..... Date.....

This should be emailed or scanned and set to the booking secretary on stoultonbookings@gmail.com prior to using Stoulton Village Hall.