



## Hinxworth & Edworth Village Hall

### Continued Covid Health Guidelines

Last edited: 28<sup>th</sup> May 2021 (V3)

Dear Hirer,

As we head towards the 21<sup>st</sup> June and hopefully restrictions being lifted, the VHMC are making tentative steps towards re-opening the hall to our regular groups as well as members of the public. We are sure you may still have reservations and questions about how this will look.

To ensure the health and safety of all everyone, we are putting in place the following steps and guidelines that we will be asking all event hirers to adhere to, even beyond the lifting of restrictions on the 21<sup>st</sup> June. These will be on top of any guidelines the hirers impose upon themselves. We will, of course, continue to abide by any continuing government guidelines.

We hope these measures will give people the confidence to return to their regular activities at the village hall.

The hall will be cleaned every week on a Monday morning. Any extra cleaning required upon request will need to be booked in advance (if cleaner available) and will cost £20 per hour.

### To help keep this hall more COVID-19 secure

1. **Hirers to plan own COVID Risk Assessment** relating specifically to how you plan to use the hall, to be shared and discussed with the village hall committee. (Identify the risks and actions to mitigate the risks.)
2. You must not enter the hall if you or anyone in your household has **COVID-19 symptoms**.
3. **If you develop COVID-19 symptoms** within 10 days of visiting the hall you must seek a COVID-19 test.
4. **Keep the hall well ventilated** by opening doors and windows. Close doors and windows upon leaving.
5. **Maintain 2 metres social distancing** as far as possible. Wait behind marked lines where applicable and observe any one-way system instructions.
6. **Anti-bac wipes and hand sanitiser** will be provided at the main entrance/exit and in the main hall and kitchen. Clean your hands often.
7. **Anti-bac soap will be provided in the toilets.** Wash hands for at least 20 seconds. Hand dryers are to be used.

8. **Kitchen roll is to be used in the kitchen for drying up.** Anti-bac washing-up liquid and hand soap are provided. (If hirers wish to use tea towels these must be brought to the hall and taken away at the end of each session).
9. **A small bin with a liner will be available in the hall for used tissues / wipes.** Hirers must empty the bin, if used, and replace the liner. Ensure hands are cleaned afterwards.
10. Check with the organisers of your activity that door handles, tables, other equipment, sinks and surfaces have been cleaned before your arrival. Keep them clean. Hirers must wipe down **ALL high touch areas**, including: - fire door touch plates; door handles; any hall equipment used; chairs and tables; kitchen surfaces (if used); toilets and sinks (if used). Groups will be allowed 15 minutes either side of their booking to complete this.
11. **Take turns to use confined spaces** including corridors, kitchen, toilet areas and store rooms.  
Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
12. **Make use of multiple exit and entry points.** Introduce one-way flow system in and out of the hall.
13. **Manage the arrival and departure times** to reduce the pressure at entrance and exits.
14. **Queue management:** the flow of groups in and out of the premises should be carefully controlled to reduce the risk of congestion. Consider introducing socially distanced queuing systems.
15. Initially, the **VHMC may limit the amount of equipment** and areas available to reduce cleaning.
16. We ask hirers to **consider whether they need to use the kitchen** or whether each individual can bring their own food and/or drink.
17. We ask groups to **consider whether they need to use all the available toilets**.
18. We ask hirers to **keep a record of attendees** for 21 days to be made available, if requested, by NHS Track and Trace or local public health officials to help contain clusters or outbreaks.
19. **All organisers will be responsible** for ensuring guests adhere to the VHMC's and their own continued health and safety measures, in addition to any applicable government guidelines (e.g. social distancing, masks etc).

All of the above will be reviewed at every village hall meeting. For any further questions or queries please contact a member of the Village Hall Management Committee.

Kind Regards VHMC.