

Covid-19 Secure Guidelines East Horsley Village Hall

These guidelines are current at the time of booking and may be changed without notice in the event of Government guidelines changing.

Use of the Village hall and facilities within it is at the users own risk. The Management and Committee of the Village Hall will not accept responsibility for infection allegedly arising from attendance or use of the facilities. The following key points must be followed by anyone entering the Hall for any purpose.

- **Social distancing:** Social distancing guidelines currently require at least 2 metres (3 steps) to be maintained between individuals and households. This can be reduced to 1 metre with risk mitigation i.e. face masks, where 2 metres is not viable. Bookings will be limited to those where numbers of attendees falls within government guidelines, (currently 30) and social distancing must be maintained between people from different households apart from those included in 'support bubbles'.
- **Arrival and Departure times:** Users should ensure prompt arrival and departure times to enable cleaning of the facility to take place, and avoid possible contact with preceding or following groups. If queueing to enter or exit a room the social distancing rules should be adhered to. Where possible, parking should be done in such a way as to enable social distancing to be maintained by those getting in and out of vehicles.
- **Existing Symptoms:** Nobody should attend the premises if they have Coronavirus symptoms or are self-isolating due to symptoms in their household.
- **Hand Cleaning:** Hand sanitiser will be provided at entry and exit points, and should be used by everybody entering the hall and at other times as appropriate during the hire period.
- **Respiratory Hygiene:** Everyone is encouraged to avoid touching their mouth, eyes, and nose. Tissues should be disposed of into a bin, then hands cleaned. Rooms should be kept well ventilated by keeping windows open where possible. In the toilets, the hot air hand dryers will be disconnected and taped off to minimise the risk of droplet distribution. Paper towels will be provided, these should be disposed of in the bins provided, never flushed down toilets.
- **Face Coverings:** The latest government regulations are that face coverings must be worn in community centres, the exception being for indoor sports, leisure or adventure activities. So to protect others we kindly ask that all persons entering the hall wear a face mask/covering, if they are able to do so, in the common areas i.e. corridors and toilets. In individual rooms depending on the event or activity taking place face masks/coverings may be required to be worn during the whole period of the event or activity.
- **Cleaning:** A thorough clean of each room including door handles, handrails and kitchen surfaces and equipment will be done by the caretaker between each hire. Users should also undertake regular wiping of these surfaces during their use of the room.

- **Access to Rooms:** There will be restrictions of movement around the building and where possible a one way system will operate which all users are required to follow, this may require users entering or exiting the premises via a fire exit route. (Signs will be displayed to provide guidance to users). Where a person attending the hall has reduced mobility and it is not practical for them to use the designated route the Hall Manager or Hall Caretaker will provide assistance for that person to enter or exit the premises in a safe way. Please notify the Hall Manager or Caretaker as soon as is practical this assistance may be necessary.

Restricted Movement and Access Users are required to go directly to the room booked for their activity or event on arrival and remain there until the end of the hire period unless it is necessary to use the toilets. Toilets will be restricted to a maximum of 2 in each facility, and users should use the closest one available to them.

Doors to unused rooms will remain locked.

Items held in any of the storage areas should, where possible be moved out to hirer's homes and brought to the Hall on each occasion. If this is not possible then Hirers must ensure that when accessing the storage area social distancing is maintained and any touch points are wiped clean before and after access.

Whilst Meadows Nursery have children in the Hall no access will be allowed into the Millennium end of the premises. Signs will be displayed to enforce this requirement.

The Hall Manager and or Hall Caretaker may without notice change the direction of travel to rooms, exit routes, or prohibit access to individual rooms or facilities such as kitchens and toilets for whatever reason to prevent the spread of the virus.

- **Use of Kitchens:** Where possible Hirers should avoid the need to use kitchens to provide refreshments. If providing refreshments is an essential part of your event or activity the Hirer must ensure that all crockery and cutlery used should be washed in hot water and washing up liquid before and after use and dried using paper towels provided, or put through the dishwasher (main hall only). Social distancing is maintained within the kitchen area and the serving area. It is recommended that those working in the kitchen should wear face masks and disposable gloves.

PLEASE NOTE

- **Hall Managers Office:** The Hall Manager will continue working from home whenever possible, and the office will be kept closed. If the Hall Manager is in the office there will be a barrier at the doorway and entry to others will not be allowed. Contact with the Hall Manager should be by email or post, or if a meeting is considered necessary this will be by appointment only, and is likely to take place in one of the other rooms.