

East Horsley Village Hall - Covid-19 Secure Guidelines

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 the facilities within it, is at the users' own risk.

The Management Committee of the Village Hall will not accept responsibility for infection allegedly arising from attendance at the hall and/or use of the hall facilities.

The following key points must be followed by anyone entering the Hall for any purpose, and hirers are responsible for ensuring these guidelines are followed by the members of their groups.

Existing Symptoms: Nobody should attend the Hall if they have Coronavirus symptoms or are self-isolating

Social distancing: Social distancing should be maintained throughout the building. Maximum numbers for rooms are intended to enable this.

Hall Managers Office: The office is now back open on certain mornings in the week. If needing to make a booking, please contact the Hall Manager by email/post or by phone when the office is open. If a meeting is considered necessary, please make an appointment.

Hand Cleaning: Hand sanitisers are provided at entry and exit points

Face Coverings: These **must** be worn in communal areas, and their use is encouraged within the hired spaces, the exception being for indoor sports, leisure or adventure activities, and when the activity prevents this, including when eating/drinking

Arrival and Departure times: Users should ensure prompt arrival and departure times to avoid possible contact with preceding or following groups. If queueing to enter or exit a room please maintain social distancing.

Access to Rooms: A one way system is in operation and all users should follow this. 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: Paper towels are provided, and these should be disposed of in the bins provided, never flushed down toilets.

Use of Kitchens: If providing refreshments is an essential part of the event or activity, the Hirer must ensure that all crockery and cutlery used is washed in the dishwasher (main hall) or in hot water and washing up liquid and dried using the paper towels provided. Social distancing should be maintained within the kitchen and the serving area. It is recommended that those working in the kitchen should wear face coverings and disposable gloves.

Ventilation in rooms: Hirers should ensure rooms are kept well ventilated by keeping windows and exit doors open where possible.

Cleaning: Wiping of door handles, handrails, tables and kitchen surfaces and equipment must be done by the hirer before the end of their hire period.

Storage areas: Hirers must ensure that when accessing the storage area social distancing is maintained and any touch points are wiped clean after access.