

COVID PROTECTION POLICY BROOKWOOD MEMORIAL HALLS

The **Hall Committee** is aware of and accepts its responsibility to all hall users and employees to ensure, as far as reasonably practicable, their health, safety and welfare. To protect employees, users, volunteers and contractors whilst at the Hall premises we have established the following policy relating to protection from the COVID Virus. We will review this policy and revise it in line with developing Government and Council rules and guidance. **All visitors to the Hall will be made aware of this policy and SHOULD uphold it.**

1 Access to the Halls and Hall equipment

- Access to the Halls will be permitted only in line with current Government and Council guidance over numbers permitted. **Those with any COVID symptoms, self-isolating, shielding** or at higher risk from infection should **not use the Halls** at present. Cutlery, crockery, cups, pans, jugs, tea towels, electric hand driers are locked away/disabled for the duration to preclude cross infection. Paper disposable hand towels, and hand washing and surface cleaning materials, are provided.

2. Daily cleaning

- Each morning before hires, our cleaner will clean with soapy water and/or anti-bacterial cleaner: all opening door handles, door panels, door latches, door buttons, switches, kitchen work surfaces, taps, soap dispensers, sinks, toilet seats and bowls, urinals, bin lids, kettles, water boiler controls, curtain pull knobs, laminated notices, first aid/burns boxes and music equipment controls. Floors are at least swept daily and mopped weekly.

3. Hirers, Visitors and Contractors – Distancing and hygiene responsibilities

- **Social distancing of 2 metres apart must be observed** between persons from different households..
- **Toilets should be occupied by one** person at a time. Passageways and doorways should be left clear to allow free passage. Paper towels may be used to open doors, and then put in rubbish bins.
- Where closer contact is necessary, e.g. **First Aid**, plasters etc. should be passed without contact for self-application. Hirers should bring their own PPE; kits will include emergency use PPE.
- Hirers **should bring their own drinking cups** and utensils and foodstuffs, and take them **all** away or put them in rubbish bins. A small supply of disposable cups and spoons will be left in the sole unsealed cupboard in the kitchens.
- Hirers should clean work surfaces touched, before and after use, using cleaning materials provided.
- Hirers are responsible for keeping equipment they use or leave at the Hall, in lidded, marked storage bins which they cannot be accidentally used by others.
- Hirers are responsible for cleaning tables and chairs before and after use, and returning them always to their storage location **NONE LEFT OUT please.**
- Hirers are responsible for cleaning with soapy water, and/or anti-bacterial spray, all common areas used – sinks, kitchen taps, work surfaces, etc., and their hands after touching common surfaces. Our cleaner cannot clean between same day hires.
- Faults, damages or accidents should be reported to a Committee member as soon as practicable. Equipment instructions and records are locked away to prevent cross infection. Call Premises Manager 07720 289825 if needed.
- Contractors and Group leaders are responsible for their own Risk Assessments and for upholding the above measures, always leaving the Halls safe and free from hazardous materials, especially to children.