

COVID protection – Hirer responsibilities

The Halls are cleaned once daily before hires. Guests with COVID symptoms , over 70 or At Higher Risk should to stay at home.

ALL GUESTS PLEASE –

KEEP TWO METRES APART from all people not in your household. Where not possible, keep 1 metre apart and wear protective face covering. Seat or stand guests so they **DO NOT FACE** each other. Seating plans are shown in each room and are published on our website. Keep guests from different households or bubbles 2 metres apart.

ONE PERSON AT A TIME in toilets, **CALL OUT** before entering.

WASH YOUR HANDS or use hand sanitiser on arrival, on departure or after touching common surfaces. Put used paper towels in **RESIDUAL** waste bins. Litre bottles of hand sanitiser are available to hirers at cost.

LEAVE DOORS AND WINDOWS LATCHED OPEN when able. Close on departure. Use the fitted foot openers to open doors where practicable.

Hirers may use **REAR EXIT** door to enable one way traffic. **LOCK UP** after hire. **WIPE CLEAN** work surfaces, tables, trolleys and chairs before use. Anti bacterial spray and paper towels are provided. After use, **WIPE CLEAN** chairs, tables and trolleys and **RETURN** them to their storage locations please, so next hirers don't have to move them. Cloth upholstered chairs and table cloth are out of use.

WEAR A FACE COVERING If preparing or serving any food or drink for others.

First Aid and Burns kits are still available in the kitchens– Please report any use or problems promptly to Premises Manager on 07720 2899825,

If **COVID symptoms** arise during visit, patient should go home, isolate and call NHS 111. If needed, isolate patient outside or quarantine in Committee Room. COVID PPE kit and guidance is with each First Aid kit. Hirers should keep a record (name & contact number) of all persons attending hires, for NHS Test and Trace purposes for 21 days.