

ST JAMES CHURCH HALL

Special Conditions of Hire during COVID-19

The special conditions must be fully complied with.

The Hirer is responsible for ensuring compliance.

Note: These conditions are supplemental to, not a replacement for, the Hall's ordinary conditions of hire

SC1:

You, the Hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3:

You will be responsible for cleaning door handles, light switches, window catches, toilet handles, tabletops and sinks and any equipment likely to be used during your period of hire **before** other members of your group or organisation arrive and to clean them again before you leave. Cleaning products will be supplied. All cleaning waste and tissues etc is to be placed in the bins provided.

You will not be required to clean chairs or the floor should your hire include touch contact with it. That is the responsibility of St James's Church Hall Committee (SJCHC).

Please take care cleaning electrical equipment. Use cloths or wipes - do not spray!

SC4:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

You will ensure that no more than 12 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible.

SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

SC9:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, you must take all rubbish away with you when you leave.

SC10:

The Kitchen area will be closed. If people wish to bring their own food and drink you will ensure they take all their waste home with them. It should **not** be placed in the Hall's bins.

SC11:

SJCHC retain the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC12:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should ask them to leave as soon as is practically possible and ask them to sit by the main door as far away as possible from other users. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes

when they arrive home. Inform the Treasurer of SJCHC on 01206 262422 and by email naylandchurchhall@yahoo.com.

SC13:

You will ask those attending to bring their own equipment and not share it with other members. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

SC14:

You must keep a record of the following information for all attendees for 21 days following each use of the hall for NHS Test and Trace:

- the name of the attendee
- a contact phone number for each attendee
- date of visit, arrival time and, where possible, departure time

You should provide this information to NHS Test and Trace if requested. After 21 days this information must be disposed of securely.