

Conditions of Hall Use During Covid -19 (Coronavirus) Pandemic

If you are showing any signs of Covid infection – high temperature, new continuous cough, alteration to smell and taste – PLEASE DO NOT ENTER THE HALL.

Arriving

Please observe the one way system for entering and exiting the hall. Enter by the front door and immediately right into the small hall before proceeding to the large hall. Exit from the building is via the boiler room vestibule as signposted.

Ensure that each person in your party uses the sanitizer gel on entering the front door BEFORE proceeding into the main building.

Ensure that people attending your event arrive at staggered times to avoid congestion in the main entrance foyer and ask them to proceed into the hall quickly and maintain 2m (6ft) distance. If this is not possible, then masks must be worn.

Do not remove the gel dispensers from the porch area, and ensure they are kept on the designated table or shelf and out of the reach of children.

Your Event

If any of the people attending your event show signs of Coronavirus, do NOT allow them to enter the hall. Please see separate (attached) guidance if someone becomes ill with the virus during your event. The First Aid box can be found in the kitchen.

It is the person who is hiring the hall's responsibility to ensure that door handles, tables, equipment, sinks and high use surfaces are wiped with anti-viral cleaner before guests/attendees arrive. We do our best to clean the hall and high use surfaces at the hall between each hire but this is not always possible.

Ensure that people observe social distancing guidelines at all times, as set out by the government. That is: - 2m (6ft) where possible. If this is not possible, masks should be worn.

Household groups may form a 'bubble' but at least 2m distance should be maintained between each bubble up to a maximum of 30 people in total for the whole building.

Noise must be limited to avoid the need to raise voices. Therefore only background music may be played to allow normal speaking voices to be heard.

Please leave the internal doors open to avoid unnecessary touching of surfaces.

Open windows to allow good flow of air (please close them at the end of your session).

Always keep cleaning products and hand gel out of the reach of children. Children must be supervised when using the hand gel.

Hall furniture: Please limit your use of the tables and chairs in the hall. Only use what you need. Please spray and wipe the tables before and after use, using the paper towels provided. **Do not use spray devices on electrical items.** A small amount of gel on a paper towel or wet-wipe must be used.

If seating is required, ensure chairs are 2m apart (unless participants share a household) and avoid sitting directly opposite (face to face) with another person.

Use of the kitchen

Children are not permitted to enter the kitchen.

Handwashing: ensure users wash their hands thoroughly using soap and warm water for at least 20 seconds before using the kitchen. Please dry your hands using the paper towels provided.

Please use the anti-viral cleaning spray on kitchen surfaces before and after use.

Please leave the kitchen as clean and tidy as you found it.

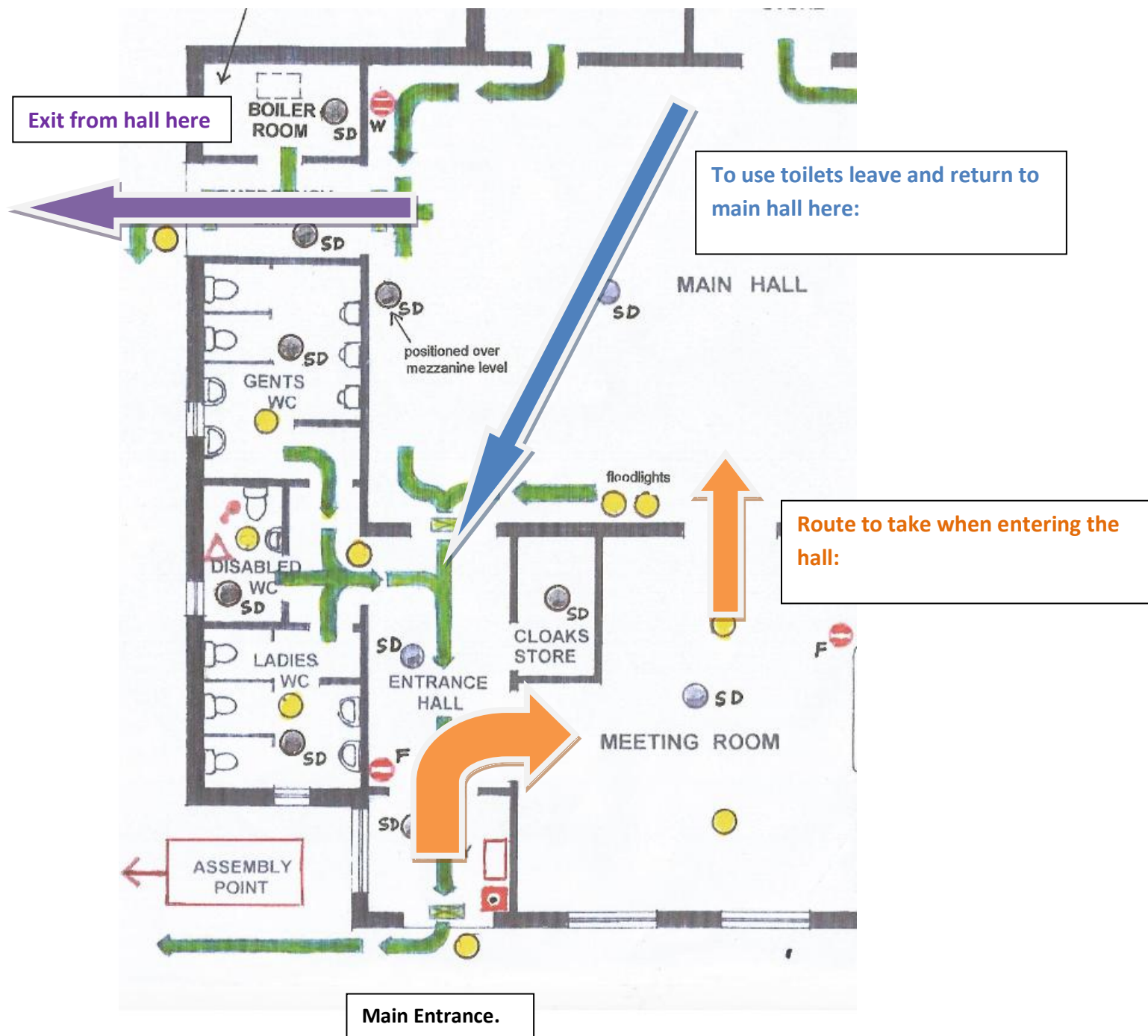
Where possible, please bring your own cleaning cloths; dishcloths; tea towels; cutlery or crockery. If this is not possible please inform the booking secretary and use the dishwasher to clean any hall owned kitchen equipment, plates etc. Do not allow the sharing of the above.

Toilets

Only one person at a time may enter each set of toilets, i.e. 3 people simultaneously with one female, one male and one individual using the disabled loo.

Users must turn the 'occupied' sign on entering the toilet and return it to the 'available' sign on leaving. All users may access the disabled toilet.

Please ensure that all members of your party observe the one way system to access the toilets via the main exit from the large hall. Please re-enter the hall via the small hall.



Covid-19 treatment plan

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should:-

- a) Send them home immediately
- b) Ask other members of your group to provide their contact details if you do not have them
- c) Ask the rest of your group to leave the premises, observing the usual hand sanitising and social distancing precautions
- d) Advise them to launder their clothes when they arrive home
- e) Inform Hazel Pike on 01404 841465 or 07968 259860
- f) If the unwell person needs to wait for a lift:-

(1) **Remove them to the safe waiting area, which is the kitchen** – a chair and specified hand washing basin should already be ready

(2) Put on a mask, face shield, gloves & apron to protect yourself

(3) Provide them with tissues, a plastic rubbish bag, a bowl of warm water & soap for handwashing & paper towels

(4) Once they have been collected:-

1. Remove gloves, apron and face mask to the rubbish bag*
2. Leave face shield on top for disinfection
3. Wash your hands for at least 20 seconds with warm soapy water
4. Wait for hall committee to arrive.
5. Once home - launder all your clothes and wipe down/disinfect your car

*Note that the waste should be double bagged and kept for 72 hours before being collected.

COVID-19 First Aid Box

- Face mask (covering) & pair of plastic gloves x 2 – each set in a plastic bag (for responder and patient)
- Plastic face shield – for the responder
- Pocket pack of tissues
- Hand soap in pump dispenser
- Small hand sanitiser gel
- Disposable apron e.g. plastic sleeveless or cheap overalls
- Small packet anti-bacterial wipes
- Rubbish bags x 2 (so disposables can be double-bagged). The outer one marked e.g. "Covid waste".
- Hand washing facilities

A plastic chair has been placed in the isolation space with a notice above.

Laminated instructions for how to respond are attached to the box and a laminated copy of this sheet is in the box.

All hall users are made aware of this box when they first use the facilities.

Quick Checklist

HELP KEEP THIS HALL COVID-19 SECURE

1. **You must not enter if you or anyone in your household has COVID-19 symptoms.**
2. **If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert the hall booking clerk on 01404 841465 or 07968 259860 and alert the organiser of the activity you attended.
3. **Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
4. **Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels and hand dryers are provided.
5. **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
6. **"Catch it, Bin it, Kill it".** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
7. **Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We do our best to clean all surfaces at the hall between each hire but do not presume this is always the case.
8. **Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
9. **Keep the hall well ventilated. Close doors and windows on leaving.**
10. **Wash your clothes when you get home** to reduce risk of transmission.

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