

Chiddingfold Village Hall and Recreation Ground Charity

Information Sheet – COVID-19 Secure Requirements

No gathering of more than 30 attendees (including Hirer/volunteers/staff) is permitted without the express approval of the Charity. Attendees **MUST be in groups of not more than 6 with no intermingling between groups**

Hirer **MUST ensure that:**

1. Their event is operated strictly in accordance with all applicable Government rules/guidelines
2. The attendees comply with the actions identified in the Charity's "COVID-19 Risk Assessment", which can be found on the Charity's website
3. The room/hall is kept well ventilated throughout the event (insofar as is possible and always when required as a mitigation measure) – e.g. open fire doors and roof vents
4. The flow of attendees through the premises is arranged to avoid pinch points and minimise contra-flow of people – e.g. use the entrance for entry and the fire exit/garden gate for exit
5. Where the event involves children, parents or others delivering or collecting shall **NOT** enter the building – e.g. delivered at the front door, collected from the garden gate. Buggies/prams/etc. are **NOT** permitted inside the building
6. Attendees must arrive dressed ready for their event – changing in the building is **NOT** permitted
7. Records are kept for 21 days of the names and contact details of all attendees. Attendees must be made aware that their details will be provided to the relevant government authorities for "NHS Test and Trace" in the event of a suspect COVID case amongst attendees
8. No one is allowed onto the premises (including the outside patio space) who is unwell or showing any COVID-19 symptoms or who has been in contact with someone with COVID-19 or with COVID-19 symptoms
9. If any attendee falls ill or shows COVID-19 symptoms during the event:
 - (i) they **MUST** be immediately isolated (in the Charles Watts Room or other designated area) and NHS (111) **MUST** be contacted immediately for guidance
 - (ii) all other attendees **MUST** be asked to leave the event immediately, having provided their contact details
 - (iii) any consumables used in attending to the patient **MUST** be sealed in a plastic bag and stored securely for disposal as general waste after 72 hours
 - (iv) the Charity's Bookings Clerk (01428 735356) or Buildings Manager (07493 638102) or Trustee for Hiring (07837 920650) **MUST** be informed promptly

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10. If any attendee displays COVID-19 symptoms within 10 days of visiting the premises:
 - (i) they **MUST** immediately use the “NHS Test and Trace” system to alert others with whom they may have been in contact with; and
 - (ii) they **MUST** get a COVID-19 test ASAP
11. Face coverings are worn by all attendees whilst inside the building unless that person is **EITHER** (i) exempt from wearing a face mask; **OR** (ii) participating in an exercise or sports event. The Hirer **MUST** refuse entry or eject any attendee who refuses to use, or removes, their face covering without reasonable excuse
12. All attendees wash their hands (or sanitise) for at least 20 seconds upon entering the building – and regularly throughout the event, as necessary
13. The Government’s social distancing recommendations are maintained at all times – especially in constricted areas such as the entrance foyer, the kitchen or the toilets (no more than 2 people in the toilets at the same time)
14. The kitchen or kitchenette is only used by prior written agreement of the Charity. If catering is required, it should be prepared offsite and brought to the building for the event. No cooking is allowed in the kitchen
15. Only the Charity’s hard plastic chairs are used. The use of the Charity’s upholstered chairs (both red and black) is **NOT** permitted without the prior written approval of the Charity and arrangements must then be made with the Charity for any of these chairs which have been used to be quarantined for at least 72 hours
16. Loud music, etc. is not permitted in order to minimise the need for raised voices as this increases the risk of COVID-19 transmission between attendees
17. All hard surfaces (including door handles, light switches, taps, toilet flush handles, kitchen surfaces and appliances, tables and chairs etc.) that have been (or may have been) frequently touched by attendees **MUST** be sanitised (using standard cleaning products) at the end of the event. **Please take care when cleaning electrical equipment, sockets, etc. – do NOT use liquids or sprays.** 15 minutes are provided by the Charity for this, free of charge. **Note:** If you also want to sanitise prior to your event, an additional ten (10) minutes, free of charge, can be made available on request
18. All doors and roof vents are checked and securely locked/closed prior to leaving
19. All waste generated by the event (including sanitising/cleaning consumables, catering waste, etc.) is bagged and removed from the site – not disposed of in the onsite waste facilities