

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the Community Centre'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:

Unless you are the first user of the day (in which case the Centre will be cleaned before you arrive), you will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using the products supplied. You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - 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 the number of people attending your activity/event is such 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. You will make sure that no more than 1 person uses each suite of toilets at one time

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 when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided

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 or household, 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

SC9:

You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We provide a dishwasher and washing up liquid

SC10:

We will have 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

SC11:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is the room behind the Edna Rose Store. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. 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 Chairman of the Management Committee (Ted Lush, 01829 741468, chairman@tarvincommunitycentre.org)

SC12:

You will ensure that any equipment you use is cleaned before use and at the end of the hiring. Anything you store at the Centre should be cleaned before being returned to storage. You will ensure that users arrive at the Centre already changed into the clothes they wear for their class (rather than changing their clothes in the Centre) and that anyone accompanying them (e.g. parents of children attending a class) adheres to social distancing rules – this may mean they have to stay outside the Centre