

## **Covid-19**

***The main priority of the Robert Monk's Village Hall Foxton is the safety and well-being of our users, staff and trustees.***

***We are adhering to all government advice and guidelines in the running of the hall.***

***To ensure the hall is a safe place to visit we are undertaking additional safety measures, these include:***

- ***Enhanced cleaning schedules***
- ***Sanitisers at both entrances/exits***
- ***Full implementation of social distancing measures***
- ***An ongoing review of our Covid-19 Policy and risk assessment in line with Government guidance***

***During all hire periods it is the responsibility of the organiser of the group to ensure that all Covid-19 procedures are adhered to. All hirers will be asked to sign a declaration accepting responsibility for this.***

***Please read the following pages for details of procedures and availability, along with what is expected of our hirers.***

# **Hire of the hall**

## **Main Hall**

**The main hall can be hired for meetings and events during the pandemic.**

**Groups should be kept to a maximum of 23 attendees, including the organiser.**

**All hire periods will be followed by a short period of closure to enable the cleaner/s to clean and sanitise the rooms between hire periods.**

**Social distancing guidance to be observed and maintained by hirers during their activities. Organisers will be responsible for supervising this.**

**Organisers must encourage attendees to wash and sanitise hands regularly.**

**Plastic (washable) chairs have been provided in the main hall in place of the usual soft furnished chairs. Soft furnished chairs have been stored away and must not be used during any hire period.**

**Hire periods will be limited to one group in the building at any time during the pandemic.**

**Organisers are responsible for supervising entry and exit to the building, and movement within the building during the hire period to ensure social distancing is maintained.**

## **Meeting Room**

**The meeting room will not be available for hire during the pandemic, instead it will be reserved as an emergency room in case of illness at the hall.**

**The Organiser is to advise the Secretary immediately if someone is or becomes unwell with possible Covid 19 symptoms during the hire period**

**Regular hirers who usually book the meeting room for their event, and members of the public who wish to hire the meeting room only for their event, should book the meeting room using the online booking system to ensure the correct charges are made for the hire period. Users will then be expected to run their event in the main hall.**

## **Kitchen**

**Use of the kitchen is discouraged during hire periods.**

**Organisers should encourage attendees to bring their own food and drink to minimise use of the kitchen facilities.**

**In event that the kitchen is required, use will be limited to making hot and cold drinks**

**There must be a maximum of 4 people in the kitchen at one time**

**Hirers must clean all areas likely to be used before and after use. Cleaning materials will be provided.**

**Hirers must wash (using dishwasher,) dry and stow crockery and cutlery after use.**

**Hirers must bring their own tea towels and take these away after the hire period.**

**Hand sanitiser, soap and paper towels will be provided.**

**Hirers must bag any rubbish and take this away with them at the end of the hire period.**

## **Toilets**

**The Organiser is responsible for controlling numbers accessing the toilets at any time, with attention to more vulnerable users. It is advised that only one person use the toilet at a time.**

## **Store Cupboards/Storage room**

**Access will not be allowed to these rooms during the pandemic. Organisers must ensure that attendees are aware of this and adhere to it.**

## **Staging**

**Use of the stage will not be allowed during the pandemic.**

## **Guidance**

**Village Hall Trustees have a duty to provide clean and hygienic facilities for all users – please help them keep Robert Monk’s Foxton Village Hall open and available by following the precautions below.**

**Do not enter the hall if you are feeling unwell or displaying any of the symptoms of Coronavirus or have recently returned from an area of the world where Coronavirus is confirmed.**

**All Organisers, Attendees and Visitors to must follow these guidelines once in the building:**

- **Sanitise your hands on arrival at the hall, and on departure – Sanitisers are available at the main entrances to the hall.**
- **Cover a cough or sneeze with a tissue, then throw the tissue in the bins provided: CATCH IT, BIN IT, KILL IT**
- **Wash your hands again whilst at the hall with soap and water, or use alcohol sanitiser that contains at least 60% alcohol, if you use the toilets:**
- **Avoid touching your eyes, nose, and mouth with unwashed hands**
- **Observe the 2m distancing rules in all areas inside the main hall and all of the corridors leading to the hall and toilets.**