



# EDLESBOROUGH PARISH COUNCIL

## COVID-19 GUIDANCE FOR REGULAR USERS

*(This Guidance is mandatory and supplements EMH's normal Conditions of Hire until further notice)*

**SC1:** You, the hirer, will be responsible for ensuring those attending your activity or event comply with any COVID-19 Secure Guidelines while entering and occupying the hall. Please encourage anyone attending your activity or event to wash their hands or use 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 are encouraged to maintain a contact register of everyone who attends each session/event and retain this for a minimum of 21 days for Track & Trace purposes.

**SC4:** You will encourage attendees of your session/activity to social distance where possible. *The main way of spreading COVID-19 is through close contact with an infected person. When someone with COVID-19 breathes, speaks, coughs or sneezes, they release particles (droplets and aerosols) containing the virus that causes COVID-19. These particles can be breathed in by another person. The particles can also land on surfaces and be passed from person to person via touch.*

*In general, the risk of catching or passing on COVID-19 is higher:*

- *in crowded spaces, where there are more people who might be infectious*
- *in enclosed indoor spaces where there is limited fresh air*

*Some activities can also increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more particles as they breathe heavily, such as singing, dancing, exercising or raising their voices.*

**SC5:** Upon arrival you are encouraged to clean all "Touch Points" such as door handles, light switches, window catches, equipment, toilet handles and seats, wash basins, coat pegs 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).

Before leaving you are encouraged to clean all "Touch Points" such as door handles, light switches, window catches, equipment, toilet handles and seats, wash basins, coat pegs and all surfaces likely to have been used during your period of hire, paying particular attention to wash hand basins and kitchen sinks (if used).

Cleaning Products You will be responsible for providing your own cleaning products for this purpose.

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

EMH will supply a packet of wipes for emergency use only. Should you use all of these wipes please inform the manager ASAP to enable them to be replenished before the next hirer enters the hall.



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EMH will supply "Dettol Antibacterial All In One Disinfectant Spray" for use on the fabric surfaces such as the green chairs. Should you use all of the spray please inform the manager ASAP to enable it to be replenished before the next hirer enters the hall.

**SC6:** There will be a minimum of 30 minutes between bookings.

**SC7:** You will ensure everyone likely to attend your activity or event understands that they should stay at home if they are showing any symptoms of COVID-19 and that if they develop Covid-19 within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact.

**SC8:** If you have more than one session in a booking, then you are encouraged to carry out the cleaning/sanitising regime between sessions.

**SC9:** You are encouraged to clean/sanitise all your equipment before and after each use.

**SC10:** You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

Please note that by lowering the window blinds you are reducing the ability to keep the hall well ventilated and as such you are encouraged to leave the blinds in the raised position.

**SC11:** You will encourage users to bring their own drinks.

If any clients use the kitchen facilities you will be responsible 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. Washing up liquid and washing up brushes will be provided in the hall.

**SC12:** 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.

**SC13:** 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 in the room behind the kitchen. 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



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precautions, and advise them to launder their clothes when they arrive home. Inform the hall manager immediately.

**SC14:** In order to avoid risk of aerosol or droplet transmission you are encouraged to take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

**SC15:** Where a sports, exercise or performing arts activity takes place:

You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

- Where a group uses their own equipment you will ask those attending to bring their own equipment and not share it with other members.
- You will avoid using equipment, which is difficult to clean, as far as possible.
- You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

**SC16:** Hand sanitising dispensers will continue to be available in the hall entrance, kitchen and toilets. Please inform the manager ASAP if these need refilling or become damaged.

**Please sign and date below to confirm the following:**

- *I agree that I have read and understand the Covid-19 Guidance for Regular Users*
- *I agree that I have read and will follow the EMH Checklist for Users.*

Sign:	Date:
Print name:	

We know Covid isn't over, we know that risks remain, and whilst it feels like we're entering a new phase in this pandemic, with the current rise in cases none of us can be sure of what lies ahead in the coming weeks and months. Please remember that even if you've been vaccinated, you can still catch and still spread Covid-19, sometimes without knowing it.