



# TUNSTALL COMMUNITY HALL

Charity Registration :- 1105927

## Covid-19 Special Hire Conditions

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The following are ADDITIONAL conditions for hiring Tunstall Community Hall during the Coronavirus epidemic. These conditions, which are summarised below, are in addition to the Hall's ordinary conditions of hire.

### Current Version

Please note that these special conditions are likely to change during the Coronavirus epidemic, so please ensure you are reading the most up to-date version which is available on the Community Hall's Website. The updated Hire Agreement and other useful information are also available from the Community Hall's Website, available at:- <https://tunstall.suffolk.cloud/amenities/community-centre/>

### COVID-19 Special Hire Conditions

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. It is also available on the Community Hall's web site :- <https://tunstall.suffolk.cloud/amenities/community-centre/>

SC3:

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 either the products supplied (marked cupboard in the small kitchen) or your own ordinary domestic products. 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 no more than **30 people** attend your activity/event in order that social distancing can be maintained and to comply with the government's guide lines. The maximum number of 30 assumes majority of the hall's floor area will be used. However, if a smaller floor area is made available, such as seating to view an event or exhibit, then the maximum number of people is calculated by dividing the

available floor area by 4. The calculated value can **NEVER** exceed the upper limit of 30. You will ensure that everyone attending maintains 2 metre social distancing while waiting to enter the premises, observes the one-way system, if you have implemented one within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than **ONE** 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 social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face, and good ventilation. 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 e.g. using a wide U-shape.

SC9:

You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. (People are not obliged to provide details)

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths by taking all rubbish away with you when you leave the hall. Rubbish bags and cleaning materials are available in the marked cupboard in the small kitchen.

SC11:

Kitchen facilities are currently unavailable for food and drinks preparation. Users can bring their own drinks and food.

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 the disabled toilet in the lobby, ensure the sign 'Engaged' is displayed on the door. Provide tissues and a bin or plastic bag, use the sink with 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. Immediately inform the booking secretary on 07873 388373 and if possible email the Community Hall on :- [Tunstall.CommunityHall@gmail.com](mailto:Tunstall.CommunityHall@gmail.com)

SC14:

For events with more than 30 people (**NOT YET permitted in the Hall**) you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

SC15:

Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason you must 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.

SC16:

**Where a group uses their own equipment:** 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 or rooms. If at all possible, you should ask those attending to bring their own equipment and not share it with other members.

## 1 History

Version	Date	Author	Comments
20-07-20	20 <sup>th</sup> July 2020	Richard Ledger (Treasurer)	Updated following further changes on Community Action for Suffolk website and Management Committee Zoom Call 8 <sup>th</sup> July 2020

## **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 cleaner on [insert a contact number] 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 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 cannot clean all surfaces at the hall between each hire.
- 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.**