

# Cropredy Village Hall COVID-19 Guidance Notes

Whilst government legislation regarding the use of Village Halls has ceased, the following contains guidance for hirers which should be considered whilst the Covid virus is still regarded as a threat.

- **Nobody should attend the premises if they have symptoms or are self-isolating due to symptoms in their household.**
- **Clean your hands often:** Sanitiser will be provided at entry and exit points. Sanitiser and/or running water, soap and paper towels will be provided in toilets and kitchens.



The following Covid Guidance is based upon information received from ACRE<sup>1</sup> guidance and specifically relate to Cropredy Village Hall.

## **CG01:**

You may wish to consider the cleaning door handles, light switches, thermostats, 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 period, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. At the end of the hire period, you should leave the hall in a clean and tidy condition.

Note that the appropriate cleaning products should be used. These may involve domestic cleaning products. Only soap with hot water, or hand sanitiser gel should be used to clean hands.

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

## **CG02:**

You should 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 48 hours, and that if they develop symptoms within 10 days of visiting the premises, they **MUST** seek a COVID-19 test. Anyone receiving the instruction to self-isolate via the NHS Covid 'App' should not be permitted to enter the hall.

## **CG03:**

You may wish to 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.

## **CG04:**

You are responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, rubbish may be taken away with you, or deposited in the appropriate coloured bin outside the main entrance (blue for dry recyclables; brown for food waste; and green for other rubbish). Note that glass must be taken away with you.

## **CG05:**

The Village Hall Management Committee 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 in the event that public buildings are asked or required to close again. If this is necessary, the Management Committee will do their best to inform you promptly and you will not be charged for this hire.

## **CG06:**

In the event of someone becoming unwell with suspected COVID-19 symptoms whilst at the hall you should remove them to a separate area. A Covid-19 First Aid Box is available in the Bar. You should provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask to 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 Village Hall Management Committee using the contact details below. Note that the hirer is responsible for the wellbeing of the person feeling unwell until the person is passed on to family, friends or the appropriate medical services.

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<sup>1</sup> *Action with Communities in Rural England*, [www.acre.org.uk](http://www.acre.org.uk)

**CG07:**

Access to chairs and tables is through the narrow corridor adjacent to the stage in the main hall and care should be taken to ensure that only one person at a time is in this corridor.

**CG08:**

Where a group uses their own equipment:

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

**CG09:**

You may wish to encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity.

**Village Hall Contact Details:**

If you have queries relating to this guidance, then please contact the following member of the Village Hall Management Committee:

Mike Fielding:        01295 758022 / 07742 660080