

## **Shiplake Memorial Hall – Supplementary Conditions of Hire during COVID-19**

**Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire as made available on the hall website.**

**They are applicable from 4th September 2020 until further notice.**

### **SC1:**

The hirer is responsible for ensuring those attending their activity or event comply with all Government COVID-19 Secure Guidelines while entering, leaving and occupying the hall, in particular maintaining social distancing, using the hand sanitiser supplied when entering the hall, washing hands before and after using the toilets and not entering areas of the hall complex displaying *Strictly No Admittance* signs.

### **SC2:**

The hirer shall ensure that they have a Covid 19 Risk Assessment for their activity or event completed and shall supply a copy to the bookings team before commencement of their hire. They shall also confirm to the bookings team that they have insurance in place for their activity which includes Covid 19 cover.

### **SC3:**

The hirer shall ask all participants beforehand to avoid entering the hall if they display any Covid 19 symptoms, or if they have been in contact with anybody known to have Covid 19 within the last 14 days.

The hirer shall ensure that they have a list of the contact details of all their participants which can be given to the government track and trace team should one of their participants become infected with, or report symptoms of, Covid 19. It is the responsibility of the hirer or infected participant to ensure that these details are given to the government track and trace team.

Immediately any participant reports an infection or symptoms, the hirer shall provide the hall bookings team with the details of when the participant was in the hall and the hirer shall suspend their classes until the government required quarantine period has elapsed. Immediately following such notification, the hall will undertake a thorough extra clean and inform all hirers who were in the hall on the same day as the infected person. Hirers in the hall on the same day shall inform their participants.

### **SC4:**

The maximum number of people permitted in the hall whilst current national 2m social distancing Covid 19 regulations remain in force depends on the activity involved. For exercise classes the number is 14, when chairs are used the number is 20. In all cases a clear corridor must be maintained to the emergency exits. (These numbers will be reviewed as government guidance evolves). All floor layouts shall be agreed with the caretaker prior to commencement of their first hire.

For the time being, in order to simplify sanitising of chairs before and after use, plastic chairs are being used rather than the hall's normal fabric covered ones. A limited number of tables can be used with the prior agreement of the bookings team. The kitchen facilities are not currently available for use by hirers.

**SC5:**

In accordance with Government regulations issued on 17<sup>th</sup> August 2020, face masks must be worn at all times when entering and moving about inside the hall. The only exceptions are when in the main hall undertaking an activity that involves physical exertion, or a person cannot wear a mask for medical reasons.

**SC6:**

Additional Covid related cleaning and sanitising will be needed before and after each hire until further notice. This includes between consecutive classes run by the same hirer. There will be two options available to hirers:

5.1. Pay a £15 charge per event for the hall staff to do all the extra wipe down and other Covid related cleaning before and after the hire. (This will not include sanitising between consecutive classes, this will remain the responsibility of the hirer).

5. 2. Undertake the Covid wipe down and cleaning themselves before and after the hire using a checklist that the hall provides and which they complete, date and sign and leave for our caretaker to collect. For this option, the hirer will be mentored by our caretaker for their first before and after clean down to ensure that they fully understand what is required. The hirer will have 30 mins free time before and after their event (and 15 minutes between consecutive classes) to do this cleaning using the sanitising materials provided. Should the hirer fail to leave the signed and ticked sheet for any hire, then the trustees will withdraw this option and revert them to option 5.1.

In either case, the hirer will be responsible for sanitising any equipment that they bring into the hall for their activity. For the time being, no equipment may be stored in the hall.

**SC7:**

The hirer shall operate a one-way system for entry and exit from the hall as marked. Entry will be via the main doors and exit via the brown, single emergency exit door that leads to the old ramp alongside the garden fence. The hirer should ask all attendees to wait outside the main doors until the chosen entry time and then open the main doors and ask them to enter one after the other at the required distancing, sanitising their hands using the dispensers in the foyer and then entering the hall.

**SC8:**

The main door controller should be set to position 1 to keep them closed at all times during the hire so that all access is under the hirer's control and nobody can come in without the hirer's knowledge. The emergency doors to the garden should **ONLY** be opened **IF** outside nursery hours, (9.00am to 3.00pm Monday to Friday). The single, brown fire exit door leading down the old ramp alongside the garden fence may be kept open to provide fresh air into the main hall. The hirer remains responsible for ensuring that all doors are securely closed on leaving and the main door key is returned to the box by the door to the disabled toilet.

**SC9:**

The hirer shall ask that no more than two people use each suite of toilets at one time.

**SC10:**

The hirer shall dispose of any cloths used to wipe down their equipment or other items in the normal black rubbish bins.

**SC11:** For the time being, no food or drink is to be prepared or consumed on the premises, apart from water brought in plastic bottles or special containers by participants. The drinking water fountain in the main lobby will remain available, but if used should be included in the wipe down process.

**SC12:**

We will reclose the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and deep cleaning is required, or if it is reported that the Supplementary Covid 19 Conditions of Hire are not being complied with, by any hirer, or in the event that closure of public buildings is once again required by government.

**SC13:**

All those attending shall bring their own equipment (eg mats) and not share it with other participants, or if provided for them, the hirer shall ensure that they are sanitised before and after use. Mats and other equipment shall not be left in the hall.