

## COVID19 ADDENDUM

Prior to the commencement of the booking, the hirer will be required to produce a risk assessment and will be instructed on what they need to do prior to the booking taking place.

### Access

- The hall's lobby is limited to one person at a time, so queuing outside will maintain social distancing. On entering the use of sanitizers/and face masks is obligatory for all personal.
- Ensure contact details are taken of everyone attending and retained for three weeks.

### Main Hall

- Ensure all furniture and equipment used is sanitized after use, therefore you will need to bring your own sanitizing products.
- All hirers own equipment to be stored and sanitized after use.

### Toilets

- One person at a time to use facilities, supervision will be needed. Anything which is touched will need to be sanitized. Paper towels to be disposed of in pedal bin provided.
- At the end of the session please remove liner and tie it off and place in black bin outside.

### Departure

- People must leave by exits only, ensuring they sanitize before leaving and are made aware of any traffic when leaving the premises whilst keeping to social distancing.
- Hirers to ensure that all handles and light switches are wiped down with a sanitized cloth. (not sprayed). The hirer to make sure all doors are locked and exit through the rear door behind the stage area.

### Kitchen

- Only accessible with prior notice.
- Conditions of use:
  - Only one person at a time, limited equipment for use, dishwasher to be used for all crockery and cutlery used.
  - Disposable apron, gloves and dishwasher tab will be provided.
- Mask to be worn.
- Sanitization of all surfaces, handles, switches after use.

### Garden

- The hirer may use the garden, if used then please inform a committee member.

### Illness (Quarantine Room)

- If anyone shows Covid 19 symptoms please take them to the quarantine room, where a notice is displayed showing equipment and procedures.
- Call for an ambulance and evacuate the hall safely.
- Inform Village Hall Committee immediately details are displayed on the notice board.