

COVID 19 general rules for everyone entering Reedham Village Hall

- Everyone must use the hand sanitiser before entering the hall
- Check people's temperature before entering the hired area (optional)
https://www.amazon.co.uk/gp/product/B088QC8XLR/ref=ppx_yo_dt_b_asin_title_o00_s00?ie=UTF8&psc=1
- While you are moving about the hall please wear a face mask or face shield. Face masks can be removed when seated or taking part in physical activity.
- No more than 2 people to enter the ladies or gents at any one time.
- You must bring your own cups, plates, cutlery and tea towels, as all utensils will be unavailable.
- Any items owned by the community association that have been used during hire, must be sanitised after use.
- Hand sanitiser must be used when entering and exiting the building.
- Please stay in the room that has been hired for your group, unless using the kitchen or toilets.
- Use hand sanitiser before entering the lounge or main hall after using the toilet.
- When parking in the car park, please leave space between cars for social distancing.

COVID 19 Cleaning Schedule, you must clean the following if they have been used or touched.

Foyer

- Sanitise all touch points on doors and light switches. (please spray onto a cloth and not directly onto a light switch)
- Sanitise pay phone in the foyer if it has been used.

Lounge

- All chairs must be sanitised using the blue pump spray with Ultra AX
- All touch points on doors.
- Window opening handles.
- Heater switches. (Spray onto a cloth)
- All table tops and legs.
- All window sills
- Fan remote if used
- Plug switches if used (Spray onto a cloth)
- Handles on the hatch between lounge and kitchen
- Light switches (Spray onto a cloth)
- Curtains if touched use Ultra AX spray in pump.

Kitchen

- All worktops, draining board and oven top must be disinfected with Clean pro kitchen cleaner.
- All taps must be disinfected with Ultra AX
- Oven door handles and knobs, if used.
- All door handles.

- All cupboard handles.
- Kettles.
- Handle and switch on tea boiler.
- Extractor fan buttons, if used.
- Microwaves handle, if used.
- Light switches (Spray onto a cloth)
- Hatch switch, if used
- Sweep and Mop floor.
- Wipe protective hatch screens, if dirty.
- Empty rubbish bin.

Main Hall

- Light switches (Spray onto a cloth)
- Door handles (Main doors, storeroom doors)
- Emergency exit door bars and knobs.
- Window sills.
- Blind cords.
- Serving hatch ledge.
- Curtains if touched use Ultra AX spray in pump.
- All chairs must be sanitised using the blue pump spray with Ultra AX.
- Tables and table legs.
- Chair trolley handle.
- Heater switch (Spray onto a cloth)
- Plug switches, (Spray onto a cloth)
- Window handles
- Front of stage if touched.
- Handle on stage steps.

Toilets (Main, outside and changing rooms)

- Doors both sides.
- Sink taps.
- Toilet cubicle door handles.
- Flush on toilets.
- Toilet roll dispensers.
- Empty rubbish bins.
- Sink worktops.
- Loo seats (spray with ultra AX and leave to dry)
- Make sure all loos are flushed and clean ready for the next hirer to use.
- Sanitary bin lids (Spray and leave to dry)
- Toilet brush handles (Spray and leave to dry)
- Mop floor if dirty.
- Clean mirrors.

Changing rooms and backstage

- All door handles.
- Light switches (Spray onto a cloth)
- Heater switch (Spray onto a cloth)
- All worktops.
- Chairs and fixed seating. (Spray and leave to dry)
- Empty rubbish bins.
- Clean mirrors.
- Handles on backstage steps.
- Cupboard handles.
- Curtain cord.
- Any items if touched.