

Special Covid -19 Conditions of Hire and guidance for Edington Parish Hall bookings

21st July 2021 onwards

The Government announced significant changes to the Covid 19 legal restrictions from Monday 19th July 2021.

As Covid cases are still high and having a duty of care to all who use the Parish Hall, the Parish Hall Committee are not making any significant changes to the previous Covid secure arrangements but are monitoring the advice given to village and community halls by ACRE (**Action with Communities in Rural England**) and will update these additional conditions of hire as necessary. Our aim is to encourage 'normal' use of the hall but at the same time ensuring that is as safe as it can be for everyone, while we are still living with Covid-19.

Covid has not gone away so we are asking users of the Parish Hall to follow these guidelines in order to keep them and our Parish Hall as Covid safe as possible. These updated guidelines have been drawn up following the latest ACRE guidance issued on 21st July 2021.

From 21st July 2021 all users are asked to following these guidelines in order to mitigate against the risk of spreading Covid-19 within the community.

- 1. All groups/ Special Event organisers are asked to complete a Covid Risk Assessment** and email a copy to parishhall@edingtonwiltshire.org.uk a week before their start date. **A separate risk assessment** will be required if any group organises a 'special event' outside of their normal meeting arrangements.
- 2. Please do NOT enter the Parish Hall if you or anyone in your household has COVID-19 symptoms or are feeling unwell.**
- 3. If you develop COVID-19 symptoms within 7 days** of visiting the Parish Hall, please alert Test & Trace and notify the organiser of the activity you attended.
- 4. NHS Test & Trace have asked that either the QR code or contact details are collected, so please use the Test and Trace QR code poster displayed in the Parish Hall. Group/Activity organisers are asked to gather contact details of all those attending** – these must be kept for 21 days by the hirer / organiser of the event. Notify Wendy immediately (01380 830441) if anyone who has attended the session falls ill with suspected Covid symptoms. If you meet regularly, please take a register each week to confirm who has attended and keep for 21 days.
- 5. Please use the Hand sanitisers provided** as you enter the Parish Hall.
- 6. The mandatory requirement to wear a face covering and to socially distance was lifted on 19th July. However, at the moment, wearing a face covering and practising social distancing is still advisable while meeting in the Parish Hall. It is also recommended that for talks/meetings seats are arranged side by side with a gap between them to allow for social distancing.** Group/ Activity organisers will know best how to cater for the needs of their members.
- 7. Parish Hall Capacity-** the greater transmission of the Delta variant means that it is important to remain vigilant and to respect those who wish to take a cautious approach to the ending of

lockdown and associated legal restrictions. Not everyone has been or can be vaccinated and some people are still vulnerable. Taking into account the size of the hall and ACRES guidance, **the Parish Hall Committee recommend that 20 to 30 people is the number permitted to attend meetings/talks in the Parish Hall. If tables are used, for example, for a coffee morning, lunch or tea, then the number is reduced to 20 people. For all other events please email parishhall@edingtonwiltshire.org.uk to discuss requirements.**

As the Parish Hall has WiFi there is the option for people to attend meetings/talks in person or via zoom. Please email parishhall@edingtonwiltshire.org.uk if you would like to use the WiFi.

- 8. Keep the Parish Hall well ventilated** - main door and back fire escape door should be kept open to allow a through flow of air. The window on the north wall can also be opened. **Please ensure that all fire escape doors and windows are closed before leaving!**
- 9. No more than 2 people in the kitchen at any one time.** If a group serves refreshments, it would be helpful if they brought their own tea towels to use when washing up.
- 10. Toilet Lobby** -this is another pinch point so please do not use the coat hooks; place jackets and coats on the back of chairs.
- 11. The Parish Hall is 'deep cleaned' every Monday morning by our cleaner. It is not always possible for the hall to be cleaned at other times between bookings. All hirers of the Parish Hall, at the end of their session(s) are asked to help keep the hall Covid safe by: -**
 - Wiping all surfaces that have been touched during their session including light switches, heater switches and door handles with the cloths/wipes/ anti-bacterial sprays provided. Place used wipes etc. in the bin for disposal.
 - Wiping the metal chair frames but not the upholstered seat
 - Vacuuming the main hall floor if necessary
 - Emptying the toilet bins, main hall bin and kitchen bin (if used) at the end of the session into the blue Grist Dustbin outside of the hall on the grass area.
 - Completing the cleaning log to show which surfaces have been cleaned.
- 12. Procedures if someone becomes unwell with suspected COVID-19** – the kitchen extension has been designated as the space where anyone who falls ill can be moved to so that they are away from other people until transport home is available. An information sheet and a Covid-19 First Aid box is to be found in the kitchen extension.

The Parish Hall Committee reserve the right to cancel any booking should Covid- 19 guidelines change or if the special covid -19 conditions of hire are not followed.

These Special Covid -19 Conditions of Hire will be reviewed regularly and updated as and when the Government guidance changes.