

DENNINGTON VILLAGE HALL – COVID-19 UPDATE, JULY 2020

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

Government advice is that public buildings can reopen from 4th July at the earliest, though for now crowded events eg parties, wedding receptions, are not permitted. We are planning to reopen Dennington village hall from 13th July for events where social distancing can be maintained, with a maximum of 30 attendees. Please see below for the safety measures we are putting in place to protect our users, staff and volunteers:

Setting up a meeting

The meeting organizer must ensure that details (name, telephone number and email) for all attendees are collected and kept for two weeks after that event. In the case of any attendee having symptoms or being diagnosed with COVID-19, you must let the hall manager, Vashti Mouncer (denningtonvillagehall@gmail.com) know immediately; you will also need to contact all attendees to advise them to self-isolate for 14 days.

Arriving and leaving

When you arrive for a meeting, please move through the building in one direction, entering as usual from through the main entrance, but leaving via the door in the bar area onto the patio. The only person who should leave the hall through the front entrance will be the person responsible for closing the back fire door used by everyone else to exit who will then lock up the front door. The back exit does have a ramp and is suitable for use by wheelchair users.

Please be considerate and aware of other people entering for the same meeting and ensure that the appropriate distance is left between you and others by waiting in the carpark, which will indicate the current approved safe distance, until it is clear for you to enter safely. Once inside, please be careful to maintain social distancing at all pinch points eg the corridor to the toilets.

Once you are inside, please hang up your own coat in the cloakroom, or alternatively, keep any items with you.

Facilities open

Only the main meeting hall will be used for now as it is large enough to allow natural ventilation; the toilets will also be available for use, although you are encouraged to try and keep their use to a minimum. Paper hand towels will be provided; the use of hot air hand dryers is NOT recommended as they distribute droplets. The small meeting room, the bar and the kitchen will all remain closed until further notice. This unfortunately means that refreshments cannot be prepared and served in the hall itself, although you can bring your own (non-alcoholic) refreshments.

The hall chairs will be used on a rota, with at least 3 and ideally 5 days between use of each set. Each stack to be used should be collected from the storeroom. Once used, stacks must be put away in the meeting room, with a note of the date on which they were last used attached to the stack on a piece of A4 paper, placed on the top chair. Please remember each stack should contain no more than SIX chairs.

The trolleys for moving the chairs must be sanitised along with any other surfaces touched in the hall.

Sanitising

Hand washing facilities and sanitiser will be available at all entry points; please use these as soon as you arrive and ensure that others do likewise. All touch points must be cleaned by hirers after each meeting, including door handles, tabletops, sinks and toilets areas; cleaning products and equipment will be made

available, including disposable gloves, and we will provide simple instructions on the best way to make sure that the hall and any facilities used are sanitised in accordance with government guidelines.

All rubbish should be removed from the hall and placed in the bins outside prior to their departure, including the bins in the toilets. We will be deep cleaning the hall once a week; special arrangements can be made to clean the hall after your meeting, if required, for a small additional fee.

Other safety measures

It is **STRONGLY** recommended that all hall users wear masks as appropriate and avoid touching their mouths, eyes and nose. Tissues need to be disposed of into the bin, then hands cleaned.

Please maintain the recommended social distance of 2 metres at all times if possible. Seating should be set out side by side rather than face to face where possible, with a distance of 2 metres between chairs. If any equipment is required apart from chairs, you will need to bring your own.

If you are experiencing any of the recognised Covid-19 symptoms, or you feel unwell, you should **NOT** attend a meeting in the village hall.

Until the threat of COVID-19 is over, these new rules will apply, and with the help and goodwill of everyone we will continue to make available Dennington village hall as a safe environment for a range of activities.

Thank you

Village Hall Committee