

DENNINGTON VILLAGE HALL – COVID-19 UPDATE FOR HIRERS AND USERS 12.10.2020

Government advice is that public buildings can reopen for a restricted range of activities and with appropriate Covid-19 mitigation strategies. Dennington village hall is now open for events where social distancing can be maintained, with a maximum of 30 attendees arriving a maximum of a bubble of six at a time. Please see below for the safety measures we are putting in place to protect our users, staff and volunteers:

Arriving and leaving

When you arrive for a meeting, please move through the building in one direction, entering as usual through the main entrance but leaving via the fire exit at the end of the main hall. The only person who should leave the hall through the front door is the person responsible for closing the fire exit once it has been used by everyone else. PLEASE ENSURE THAT THE FIRE EXIT IS SECURELY LOCKED AFTER USE AS AN EXIT.

Do not arrive for any event in bubbles of more than six people; events should be no more than 30 people (this may change). 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 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. Groups should not mingle with other groups once inside the hall.

Once you are inside, please keep any personal items such as coats and bags with you.

Facilities open

Only the main meeting hall will be open for use 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; it is recommended that only one person should use the toilets at any one time.

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 days between use of each set. Once used, stacks must be put away, either in the usual storeroom or in the meeting room, with a note of the date on which they were last used.

Sanitising

Hand washing facilities and sanitiser will be available at all entry points; please use the sanitiser as soon as you arrive and ensure that others do likewise. All touch points must be cleaned by the hirer both before and after each event, including door handles, tabletops, basins 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. The trolleys for moving the chairs must be sanitised along with any other surfaces touched in the hall.

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

Do please sign in on arrival to the QR Test and Trace code on display. The person hiring the hall must maintain a register of contact details for all attendees for a period of 21 days after that hire, and alert the hall manager and anyone who attended if in the event anyone is diagnosed as having Covid within that period.

You must wear a mask (unless you are exempt from doing so, you are doing an exercise class or are eating or drinking) and avoid touching your mouth, eyes and nose. Any tissues or paper hand towels used must be disposed of into the bin, then hands cleaned. The person hiring the hall is responsible for taking away any rubbish after each event; black bin bags are provided for this.

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, with a distance of 2 metres between chairs. If any equipment is required apart from chairs, eg sporting equipment, you will need to bring your own. Events should not involve loud music or shouting/singing, as this encourages the spread of germs.

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. If you are taken ill while in the hall, please return home immediately, and ask the event organiser to alert the hall manager on 07506 868240 so that deep cleaning of the hall can be arranged. It is recommended that you clean your clothes after attending a meeting with others in the 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 Dennington village hall available as a safe environment for a range of community activities.

Thank you

Dennington Village Hall trustees