

TRENT MEMORIAL HALL – COVID-19 POLICY AND PROCEDURES

1. The policy and procedures set out in this document relate to the management of the Hall and activities in or near it during the Coronavirus (Covid-19) pandemic. They are designed to keep the users of the Hall as safe as possible so that the Hall can be used for a variety of events and activities whilst minimising the risks of virus transmission.
2. This policy should be read in conjunction with:
 - the risk assessment;
 - the Special Conditions of Hire.
3. There are responsibilities in this document with regards to:
 - The Hall Management Committee;
 - The Hall cleaner;
 - Those who hire the Hall for an event or activity, eg a party or a class;
 - Those who attend the Hall for an event or activity.
4. The policy and procedures below make clear which group is asked to carry out which action to minimise risks to all. However, as the enlarged building has not been fully open since completion, this policy will be kept under review as we understand better how the building is used in practice.

People visiting the Hall for an activity or event

5. We will provide advisory signage and markings showing 2 metre distances at key points, especially 'pinch points' where people may congregate, such as the main entrance. These are designed to remind visitors to the Hall of their responsibilities, eg not to enter the building if suffering from Covid-related symptoms, to sanitise and wash their hands on entrance and exit (and regularly in between) and to follow a clearly signposted one-way system in order to keep people at a safe social distance.
6. We will provide hand sanitisers and liquid soap to facilitate hand cleaning and washing. There are electric hand dryers in each toilet area which are permitted under current Government guidelines.

People hiring the Hall

7. In order to reduce risk, we have added some Special Conditions of Hire to our normal hire conditions. Anyone wishing to hire the Hall will need to sign up to both sets of conditions; otherwise their booking will be refused.
8. The Special Conditions of Hire spell out the numbers allowed in the Hall for events and activities, which must be compatible with Government guidelines on social distancing – currently 2 metres or 1 metre plus mitigations such as face coverings. The

FINAL

arrangement of tables and chairs, and the seating of household and non-household groups, must take account of this.

9. The Special Conditions of Hire also make clear what responsibilities fall to the Hirer in respect of cleaning before and after their use of the Hall. The Hall Committee only engages a cleaner for 2 hours a week so cannot guarantee that all areas, surfaces, etc, will be cleaned before or after a hire. It is the Hirer's responsibility to ensure that the facilities they use within the Hall are clean and safe for those taking part in their activities. **To be on the safe side, incoming Hirers are asked to assume that chairs, tables, switches, etc, require cleaning before their activity or event begins.**

Staff, volunteers and contractors

10. Staff or volunteers in the vulnerable category are advised not to attend for the time being. In the case of any volunteers over 70, we will discuss with them whether they should cease carrying out any such work for the time being or what protective approaches might be sufficient for them.

The Hall Cleaner

11. The Hall Cleaner works for 2 hours weekly. She is responsible for cleaning all areas of the Hall on a rotational basis. On occasion the Hall Secretary will request the cleaning of a specific area, eg before a particular hiring. However, the Hall Cleaner cannot be held responsible for cleaning before or after any particular booking as she is not on site sufficiently often to guarantee this. Consequently, the responsibility for cleaning relevant surfaces, light switches, door handles and other frequently-touched fixtures or fittings must fall to the Hirer.

12. The Hall Cleaner will be responsible for ensuring the boxes of cleaning materials available to hirers are replenished regularly and for emptying waste bins. She will also ensure the hand sanitiser dispensers are filled regularly as necessary.

The Hall Committee

13. The Hall Committee has overall responsibility for the day-to-day management of the Hall. It will ensure the provision of cleaning materials for both the cleaner and hirers, including sanitiser gel, disposable gloves, paper towels, washing up liquid, etc.

14. In cases of doubt it will be for the Hall Committee/Hall Secretary to decide whether or not to accept a proposed booking. It is for the Bookings Secretary to discuss with the Hall Secretary any proposed bookings where the issues around Covid security are unclear or in doubt, eg a birthday party.

FINAL

Key areas of the premises

a. Car Park/paths/ patio/exterior areas

15. The areas immediately around the Hall may become crowded as people wait to access the Hall or if there is an outside event. Marked tape will indicate the 2 metre social distancing requirement at entrances. The Hirer should check to ensure no rubbish is left outside the Hall.

b. Entrance lobby/corridor

16. These are particularly “busy” areas. Tape will indicate 2 metre spacing in the entrance area and signs will show the one-way route to circulate, ie through the hall and back along the corridor to the main entrance/exit.

17. Anyone handling money during an event such as a coffee morning or class must wear disposable gloves and a face covering. People requiring change should take it themselves from money already collected.

c. Main Hall

18. Hirers will need to observe the Special Conditions of Hire. As some hirers require the curtains to be drawn, the hirer will be responsible for wearing disposable gloves whilst drawing and re-opening the curtains.

d. Upholstered seating

19. Fabric upholstered seating should not be used at present as the virus can persist longer on such surfaces.

e. Small meeting room

20. We will not accept bookings for the meeting room from a different group if the main Hall has already been booked for the same time, and vice versa.

f. Kitchen

21. We would prefer the kitchen not to be used wherever possible. Where it is used, the Hirer must ensure that any surfaces and appliances used, such as the cooker, fridges, microwave and kettle, are cleaned before and after use. Plates, glasses, cutlery, utensils, etc, must be cleaned in hot, soapy water after use and put away in the kitchen cupboards/storage spaces. The Hall Committee will provide washing up liquid, cleaning cloths and paper towels in the kitchen; the latter should be disposed of in the kitchen bin. The Hirer must bring their own tea towels if required.

g. Toilets

22. Some parts of the toilets will be indicated as “out of bounds” in order to increase social distancing, eg the middle cubicle in the ladies’ toilets. The Hirer will be responsible for cleaning surfaces, etc, before members of the public arrive and after they leave. They

FINAL

are also responsible for controlling access to the toilets so as to ensure they do not become crowded.

h. Store cupboards

23. The store cupboard at the right of the main Hall's back wall - containing the tables, chairs and Hall heating controls - can be accessed by the Hirer. Any furniture used during a hiring must be wiped clean after use. The other store cupboards – to the left of the main Hall and in the corridor – do not need to be accessed by Hirers and may be locked.

i. Lockable storage rooms

24. The Cleaner will have access to storage rooms which may be locked. So will certain members of the Committee, eg Secretary and Events Committee and some regular groups. Otherwise those hiring the Hall will not have access.

Trent Memorial Hall Management Committee

August 2020