

Goring Village Hall – COVID-19 Secure Guidelines

This document contains guidelines and information for hirers and users of Goring Village Hall so they can remain as safe as possible from the COVID-19 virus.

This document is not a substitute for the guidance issued by the government which can be found through reference (a).

Since government advice can change rapidly as the pandemic progresses it may be that some parts of this document will quickly go out of date. In such cases please check with the trustees to resolve any ambiguity, but rest assured we will do our best to update this document when we receive new information. An up to date copy of the most recent document will be available on our website at: <https://www.goringvillagehall.co.uk/>

1. Statement of Intent

Goring Village Hall is a multi-purpose facility and we have developed these guidelines from government information published for community facilities.

Our intention is to keep all users as safe as possible, to prevent transmission of the Covid-19 virus between users of the hall, but at the same time to help our community by making the hall available as early as possible. We ask all hirers to adhere to the following guidelines which will allow us to achieve this goal for the maximum number of users.

The Trustees of Goring Village Hall reserve the right to cancel bookings or to close the hall in order to protect users as the situation changes. If as a last resort we need to take either of these actions, we will not pay compensation to users affected, but we will refund fees paid in advance.

2. The COVID-19 Secure Guidelines:

There are 5 key points that apply to all users.

- 2.1 **Minimise contact with individuals who are unwell.** Nobody should attend the hall if they have symptoms of COVID-19 or are self-isolating due to symptoms in their household.
- 2.2 **Clean your hands often.** Sanitiser is provided at the entrance and exit to the hall and in all rooms. There are hands-free taps, soap and disposable paper towels in the toilets.
- 2.3 **Respiratory hygiene:** Everyone is encouraged to avoid touching their mouth, eyes and nose. Tissues need to be disposed of in the bins provided in each room and then hands cleaned.
- 2.4 **Regular cleaning of surfaces that are touched frequently:** Door handles, handrails, heater tops, tables, chairs, light-switches will be cleaned after every use of the hall by our caretaker.
- 2.5 **Maintain social distancing:** Social distancing guidelines currently require a minimum of 2 metres to be maintained between individuals and groups of up to 2 households and where this is not possible, 1 metre plus mitigation measures to be used.

Additionally, though not a legal requirement, we encourage users to wear face coverings when attending an event in the hall, though it is recognised this may not be possible for some types of event.

3. Hall Facilities

Because of the cleaning requirements necessary to keep the hall safe for all users, we are not able to make all the facilities available. Below is a list of the facilities which are available and those that are not. A plan of these is shown at the end of this document.

3.1 Available

The Main Hall (but excluding the stage)
The Belleme Room (only as a route to the toilets)
The toilets

3.2 Not Available

The Garden Room (preserved for medical isolation only)
The kitchen
The stage
The upstairs rooms

3.3 We are only making the main hall available and only allowing one user group in the hall at a time. The hall will be cleaned between each use and allowing for this means that, unlike in the past, not all times will be available.

3.4 If your event needs tables and chairs these will be put out for you by the caretaker in a layout that you will need to request at the time of booking.

4. Hall Capacity

4.1 Because of the requirement for 2m social distancing the capacity of the hall is reduced. The diagram below shows this new capacity to be approximately 30 people allowing for a walkway from the entrance and access to the toilets.

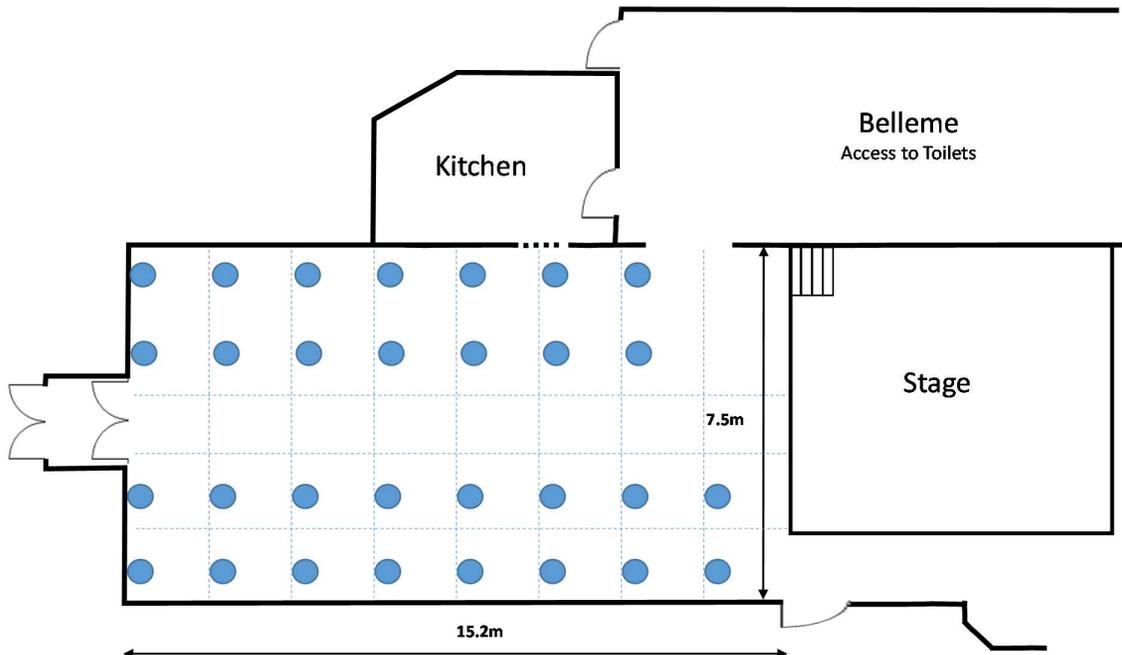


Figure 1 - GVH Main Hall capacity with 2m spacing

Goring Village Hall

- 4.2 We ask users to think through how they will use the hall for their event and the layout required to maintain social distancing. More information on social distancing can be found in reference (b).
- 4.3 The only entrance to the building that can be used is the double door from the road into the Main Hall. Please leave the door to the Belleme Room locked to prevent people from entering the building without your knowledge.
- 4.4 The only exit from the building that can be used is the fire exit to the right of the main stage which opens onto the side path. In conjunction with the main entrance using this enforces a one way system.
- 4.5 If someone needs to use the Garden Room due to being taken unwell then exit from that room will be through its separate fire exit onto the side path.

5. How to Book

- 5.1 Government regulations specify that certain types of event are not allowable. Please check the government regulations before approaching the booking secretary to book the hall to avoid wasting time.
- 5.2 You will need to tell the booking secretary the type of event you wish to use the hall for. The booking secretary will also check that your event is allowable under current regulations before providing confirmation. This process may slow down confirmation being given but please bear with us.
- 5.3 If government regulations change after a booking has been confirmed the Trustees may need to cancel a booking. In that case the Trustees will not pay compensation but will refund the booking fee if it has already been paid.
- 5.4 If your event needs tables and chairs these will be put out for you prior to your arrival by the caretaker in a layout that you will need to request at the time of booking. The tables and chairs will need to be cleaned after every use so we ask that you only request the minimum number you require.

6. What to do before you go to the hall

Before going to the hall you need to consider the risks your event will encounter.

- 6.1 You will have been sent a copy of the hall's own COVID-19 risk assessment and this will also be available on the hall's website www.goringvillagehall.co.uk.
- 6.2 You should prepare and retain your own risk assessment based upon the template you will have been sent and this too is available on the GVH website or from the booking secretary. As part of this you will need to have thought through
 - 6.2.1 how to supervise that attendees maintain social distancing,
 - 6.2.2 how to prevent people clustering outside the hall,
 - 6.2.3 how to gather their contact details,
 - 6.2.4 how to limit numbers if more people turn up than you have capacity for,
 - 6.2.5 how to control access to the toilets.
- 6.3 You will need to advise attendees that the hall kitchen is shut and locked so any refreshments will need to be brought in and taken away again.
- 6.4 You should also advise attendees to bring their own PPE including face coverings the wearing of which were are mandatory from 08 August 2020 and because some doors

and windows may be open to provide ventilation, depending upon the prevailing weather, sufficient warm clothing to be comfortable.

- 6.5 You will need to bring writing materials or other ways of recording the contact details of all the attendees. This is a mandatory requirement for Track and Trace and you must maintain these records for a minimum of 21 days after the event has taken place.

7. Arriving at the hall

- 7.1 When you arrive at the hall enter through the main entrance double doors and not through the Belleme Room or the Garden Room.
- 7.2 In the entrance porch you will find an A-frame board to stand outside the hall that indicates to attendees that they must enter through the main entrance.
- 7.3 You will also find some cones. Use these to create 2 m queuing points outside the hall to prevent attendees from clustering.
- 7.4 On the umbrella stand you will find a box with a **digital thermometer and cleaning materials**. The organiser should use this to check that the temperature of all attendees is normal (37.0°C or less). Once that has been done clean the handle and replace it in the box. The cleaning wipes in the box can also be used to clean light switches, door handles and window remote controls if you wish.
- 7.5 You should check the layout of tables and chairs is as expected, and if not adjust them but maintaining 2m social distancing. There are small signs on the walls to indicate lines 2m apart, starting from the front of the hall. These will help you align chairs if you don't have a tape measure.
- 7.6 You should open the fire escape to the right of the stage because this is the exit and will allow ventilation. You should also open the upper windows using the remote controls on the wall by the door through to the Belleme Room.
- 7.7 Please note the position of the hand sanitisers and make sure they work by using them.

8. Using the hall

- 8.1 Ensure your attendees enter and exit by the clearly designated routes. Point the exit out to them once you start your event.
- 8.2 Check everyone's temperature before they enter and if they have a temperature of 37.5°C or above send them home.
- 8.3 Take contact details for all attendees even if they were there for just a minute. Retain these details for a minimum of 21 days in case you need to provide them to NHS Track and Trace.
- 8.4 Do not allow anyone else other than your attendees to enter the hall whilst you are there, not even for a moment (some passers-by just want to use the toilet).
- 8.5 Make sure everyone uses a hand sanitiser as they enter.
- 8.6 There is a one-way system to use the toilets through the Belleme Room and only one person is allowed into each of the ladies, the gents and the disabled toilet at a time.

Other must wait in the Belleme Room for the facilities to become free. Explain this to your attendees before you start your event.

- 8.7 The corridor to the toilets represents a pinch point where people may come closer than 2m. To avoid close contact the ideal solution is to have a steward at the entrance to the toilet corridor marshalling people in and out. If that is not possible people should use their common sense.
- 8.8 People should wash their hands before exiting the toilets. Hands-free taps, soap and paper towels are available for this. There are pedal operated bins for discarding used paper towels.
- 8.9 The main door to the ladies toilet is wedged open to avoid touching it, without any loss of dignity. The inner door to the gents' toilet is self-closing but after exiting the toilet with clean hands can be pushed open with the user's shoulder, thereby avoiding the need to touch it with hands.

9. What to do if someone falls ill with COVID-19 symptoms at the hall

Here is what to do if someone is taken ill with COVID-19 symptoms at your event.

- 9.1 Put on your mask and gloves and escort the user (keeping 2m away) out of the nearest exit or if they don't have transport home, to the Isolation Room, which for GVH is the Garden Room. Use hand sanitiser yourself.
- 9.2 Have other attendees put on their face coverings and immediately terminate your event. Check you have all their contact details and advise them to launder their clothes when they get home.
- 9.3 All users should use hand sanitiser and exit through a different door to the one used by the unwell person.
- 9.4 If necessary arrange transport to get the unwell person home and advise them urgently to get tested. Once they leave dispose of gloves, use hand sanitiser but leave your mask on. Don't clear up, lock the hall and when you get home launder your own clothes.
- 9.5 **Immediately** inform the booking secretary or one of the trustees (contact details are on the walls in the hall) about the situation so that other users can be prevented from entering the hall.
- 9.6 Call NHS Track and Trace to explain the situation and follow their instructions.
- 9.7 Later on should the person who was taken unwell turn out not to have COVID-19, then please inform the booking secretary or one of the trustees so that the hall can be made available again to users.

10. What to do when leaving the hall

After your event please close up the hall using the following procedure.

- 10.1 Ensure you shut the fire exit and any windows that were open for ventilation.
- 10.2 Remove all items brought in for your event or by your attendees including any lost property. We cannot offer storage due to the need for thorough cleaning.
- 10.3 Remove all rubbish your event is responsible for.

- 10.4 Leave all chairs and tables where they are so they can be cleaned.
 - 10.5 Bring in the A-frame and any cones used outside the front door.
 - 10.6 Clean your hands with sanitiser.
 - 10.7 Finally turn off all the lights before exiting and lock the front doors after you have left.
- 11. What to do if someone who has attended the hall is later taken ill with COVID-19**

Here is what to do if someone who has attended one of your events in the last two weeks is taken ill with COVID-19.

- 11.1 Tell NHS Track and Trace and provide them with contact details of all attendees.
- 11.2 Inform the booking secretary or a trustee and they will take action to close the hall to prevent virus transmission to other people.

12. Cleaning

- 12.1 In order to provide consistent cleaning of the hall and toilets we will undertake to clean them between users. On that basis users can be confident the hall is in a fit state for them before they arrive.
- 12.2 Should someone be taken ill with COVID-19 at the hall, or after having attended an event held there, the trustees will close the hall for 72 hours and then carry out a deep clean before allowing it to be used again.

13. References and Links

- a) All COVID-19 guidance can be found at:
<https://www.gov.uk/coronavirus>
- b) Specific guidance for the safe use of multi-purpose community facilities can be found at:
<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

Thank you for following this guidance and our procedures which will help you and all your attendees have a safe and successful event.

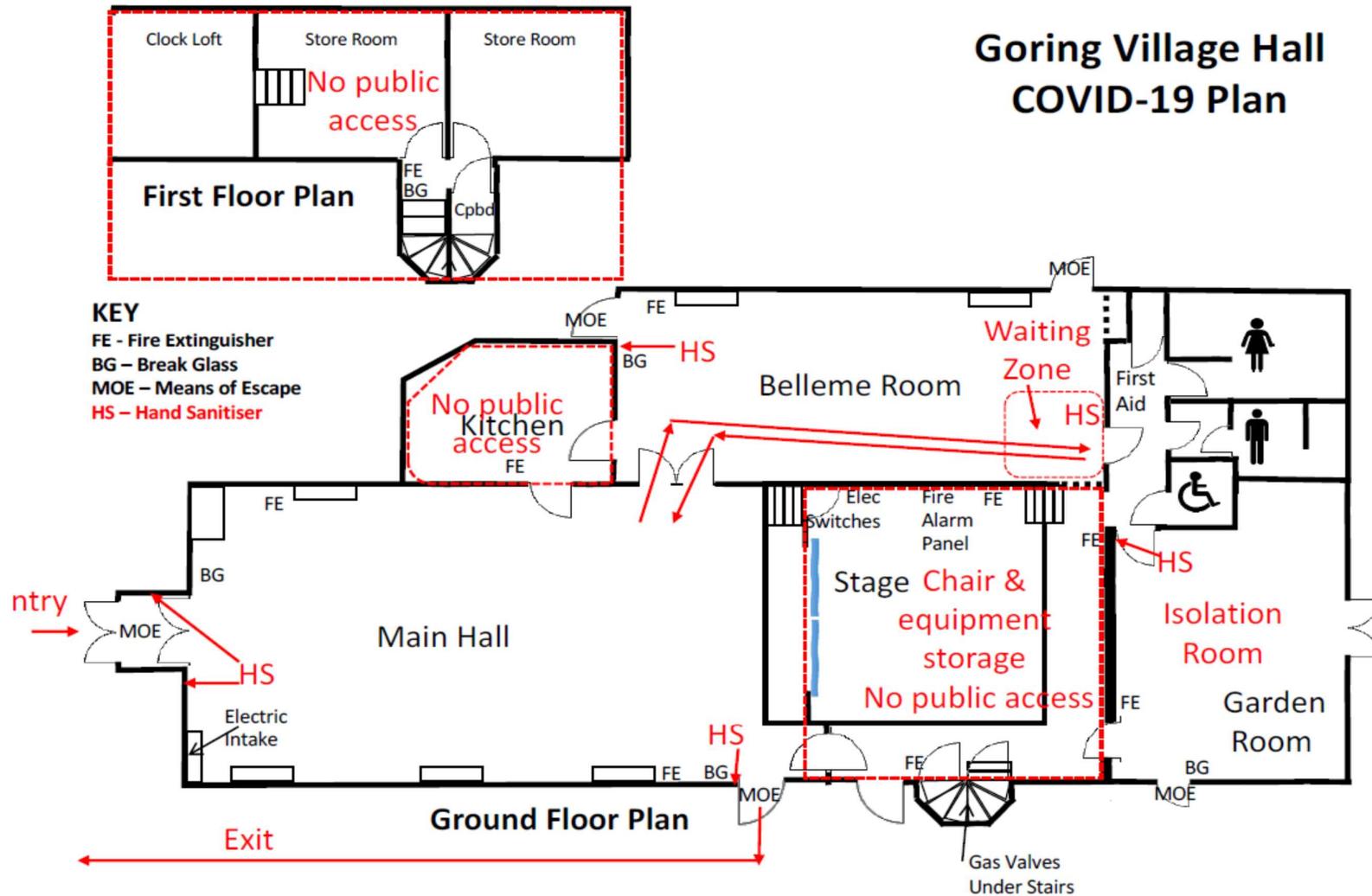


Figure 2 - GVH COVID-19 Layout