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# COVID-19 SAFETY

## GUIDELINES HALL HIRE



### OFFICE NUMBER

01327 300614

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### EMAIL

[info@daventryvolunteers.org.uk](mailto:info@daventryvolunteers.org.uk)

## CONTACT US:

TEL: 01327 300614

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## GUIDELINES FOR HIRERS

This booklet sets out the instructions, guidance and responsibility for hirers of the New Street Centre Hall, in addition to the hiring conditions contained in the usual hire agreement.

Acceptance of these conditions must be signed and returned to the management team before your first use by the hirer in all cases.



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## THE COVID-19 SAFETY GUIDELINES

All User Groups, Volunteers, Trustees, managers and staff need to be aware that the following 5 key points apply at all times:

- 1** Minimise contact with individuals who are unwell: Nobody should attend the premises if they have been told to shield, have Covid-19 symptoms, or are self-isolating due to symptoms in their household.
- 2** Clean your hands often: Sanitiser or soap and water is provided at entry, sanitiser and/or running water, soap and paper towels in toilets and kitchens.
- 3** Respiratory hygiene: Everyone needs to be encouraged to avoid touching their mouth, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned... A "Catch it, Bin it, Kill it".
- 4** Regular cleaning of surfaces that are touched frequently: including door handles, handrails, table tops, sinks, toilet areas, kitchen surfaces. Ordinary domestic cleaning products can be used.
- 5** Maintain social distancing where possible: Social distancing guidelines currently require at least 2 metres (3 steps) to be maintained between individuals and groups of up to 2 households where possible and, where not possible, 1 metre plus other mitigation measures.

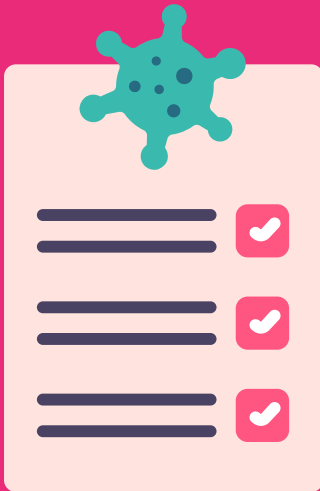
**All User Groups, Leaders and Trustees have an important role to play in communicating these requirements to their members and in ensuring the special hire conditions which will need to be introduced are followed.**

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## GOVERNMENT GUIDELINES

Following the Government Guidance on safe opening of community facilities which emphasises the importance of ensuring “strict adherence to social distancing of 2 metres or 1 metre with risk mitigation (where 2m is not viable), and using the Government guidance for cafes and restaurants, the Hall has been set out appropriately with tables and chairs for the New Street Café, to accommodate the maximum number of people (30) whilst also facilitating social distancing.

User Groups should seat or stand people side-to-side, rather than face-to-face, whenever possible. Two empty seats (a distance of 2m if possible, or at least 1m with mitigation such as good ventilation) should be provided between each person if seated. Where possible people should encourage their members to stay in groups, of say 6 to 8, to reduce transmission.

The hall should be kept well ventilated, opening exit doors as far as possible, and User Groups will need to remember to close them all for security on leaving.

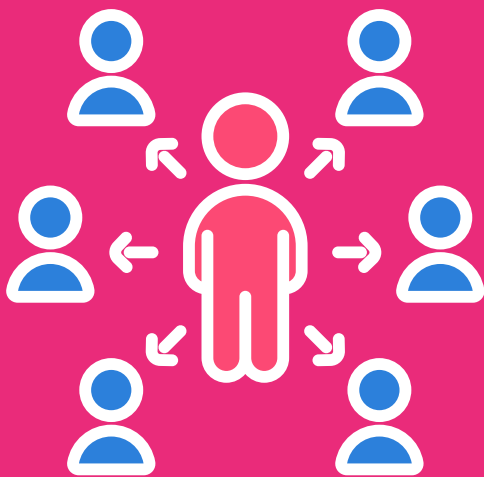
### Please

You **MUST** ensure that the room set-up remains in place/Or is returned to the exact set up after use



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## NHS TEST AND TRACE

All groups are asked to assist NHS Test and Trace by keeping a temporary record of who attends their group for 21 days and to provide that data to NHS Test and Trace if needed.

## SOME LAPSE IN SOCIAL DISTANCING MAY BE DIFFICULT TO AVOID

e.g. where people pass in the entrance lobby. Government guidance indicates that such transitory contacts are lower risk and it will be for hirers to try and arrange their activities to avoid these risks if possible, (by operating a one-way entry & exit system) particularly for older or medically vulnerable people.

Arrangements will need to be made to manage people at "pinch points" e.g. arriving for an activity and exiting afterwards, in toilets, kitchens and corridors. Staggered arrival and departure times may help.

A one-way flow in and out of the premises has been implemented, which should help avoid congestion. Usually entry would be via the main entrance, with people leaving via the fire exits.

## BUILDING SECURITY

**For security, fire exits will need to be closed by the last person to leave the building, who then leaves via the main entrance.**

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## FACE COVERINGS

The Government advice is that if you can, you should wear a face covering if in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet. However, face coverings should not be taken on and off frequently, so while this is most relevant for short periods indoors, or in crowded areas such as public transport, for community halls the priority is that social distancing and good hygiene are maintained.

Face coverings should not be used by children under the age of 3 or those who would find it difficult to manage them correctly. Government guidance for community facilities states: "Face coverings do not replace social distancing. Even if a face covering is used, staff and users of the space should continue to wash hands regularly and maintain social distancing. If users of the space choose to wear one, it is important to use face coverings properly and thoroughly wash hands before putting them on and taking them off".

A face covering may provide some protection for others you come into close contact with if you have become infected but not yet developed symptoms. Consequently, where people will be working in close proximity, and with older and/or clinically vulnerable people, a face covering is advisable to protect those people. Examples include preparing food or drink in a small kitchen and serving older or clinically vulnerable people, eg at a coffee morning or lunch club, in a community café.

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## CLEANING AND ENCOURAGING GOOD HYGIENE

The Hall's usual cleaning routine including all surfaces which are frequently touched will be cleaned regularly using standard cleaning products by paid staff from Monday to Friday mornings.

ALL Users Groups will need to clean areas that their members use before they arrive e.g. table tops, kitchen work surfaces, sinks, toilets etc. and after their activities before leaving the building. A form will be placed in the kitchen & toilet to be signed to confirm: "I have cleaned before leaving all surfaces used in the rooms used during hire", with the date and time (including the toilet).

Hand sanitizer is available for User Groups in the entrance lobby and must be used by everyone entering the building. Hand washing with soap and water should be encouraged.

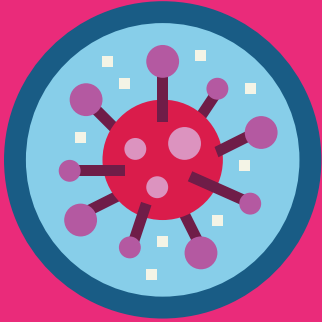
Notices are posted at every entrance/exit showing what is expected of users, encouraging frequent handwashing.

### **PPE & Additional Equipment**

**All other PPE & additional sanitizers, face masks etc. are to be made available by the User Group for their members**

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## WHAT TO DO IF SOMEONE IS SICK

In addition to our normal procedure on health emergencies whilst using the hall, if someone is taken unwell on the premises with a suspected case of COVID-19 any disposable PPE used should be double bagged along with any cleaning materials used afterwards, and must be stored for 72 hours securely - telephone

**Office Hours** - 01327 300614

**Carella** - 07793011491 or

**Nicola** - 07932086457

for this to be arranged.

Hirers bringing or using their own equipment which is stored at the hall will need to clean this for each session and before stowing it away.

It is best to encourage people to wash clothes after attending an activity or event to reduce the risk of transmission.





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### USE OF TOILETS

To reduce the amount of cleaning, only the Disabled Toilet will be available for user groups to use. It is the responsibility of all user groups to make sure these are kept clean during hall hire and that all surfaces are cleaned at the end of each session.

### BRINGING OWN REFRESHMENTS AND EQUIPMENT

User Groups may wish to encourage their members to bring their own Food and Drink e.g. water bottles, rather than making food and drink on the premises, to reduce work cleaning the kitchen.

Members should also be encouraged to bring their own equipment where possible, e.g. crafts, keep fit mats, and to bring their own personal hand sanitiser, wipes, and tissues.



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## TAKE STEPS TO AVOID RAISED VOICES

Government guidance asks venues to take steps to avoid people needing to unduly raise their voices to each other, e.g. playing music at loud volume so that normal conversation is difficult, so as to reduce the risk of transmission of the virus from aerosol and droplet transmission.

## CATERING ARRANGEMENTS

Common sense should be applied to achieve social distancing in the kitchen. For short meetings people might be encouraged to bring their own water. For longer, small events, such as an art class, people might each use the kitchen to make their own refreshments and clean after themselves.

Where refreshments are usually served from the hatch, your user group will need to decide whether it is easier to manage social distancing by providing table waiter service, or through inviting people household group by group, or table by table, to the hatch.

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## PROCEDURES IF SOMEONE BECOMES UNWELL WITH COVID-19

A space (under the stairwell in the entrance lobby) has been designated into which anyone will be moved who becomes unwell at the hall with suspected COVID-19 symptoms, until transport home or to hospital is available.

Tissues, paper towels and any PPE used (e.g. face masks/gloves) should be disposed of into a plastic bag, which is sealed and placed in a secure place for 72 hours before being disposed of into the general rubbish collection. The New Street Centre has a crate with a bowl, hand-wash & paper towels to be use in this instance, but all other PPE needs are to be provided by each User Group.

Please call the Management Team  
Office 01327 300614  
Carella 07793 011491  
Nicola 07932 086457  
for rubbish removal to be arranged.

**It is essential that other people who have attended the same activity supply their contact details for the Track and Trace Service before leaving the premises.**

The Track and Trace service should be informed by calling NHS 111 - who will provide full details.

A de-contamination clean will be arranged by the Management Team in those parts of the premises that have been used, in accordance with PHE guidance.

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## THE GOVERNMENT ROADMAP AND COVID-19 SECURE GUIDELINES

More information about the current government guidelines can be found online at:

<https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy>

### **Guidance for the Safe Use of multi-purpose Community Facilities:**

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-communityfacilities>

### **Guidance for the public on the phased return of sport and recreation Page:**

Version2: 4 July 2020

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased->

If you would like to discuss any of the changes to the hall use then please contact us and we will be happy to help

The New Street Centre

13 New Street

Daventry NN11 4BT

Email: [info@daventryvolunteers.org.uk](mailto:info@daventryvolunteers.org.uk)

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# USER GROUP AGREEMENT FORM

**Before User Groups can use the building they must sign this form to adhere to our new Covid-19 Security Guidelines**

- I have read and agreed to fully comply with the guidelines issued with this form
- To inform all your members of the new changes to the layout, one-way entry & exits and use of hall toilets.
- To make available all appropriate PPE for dealing with any members who become ill with suspected Covid-19 symptoms on the premises and to inform the Management Team of any such incidents
- To keep a record (for a period of 21 days) of all attendees and to make it available to NHS Track & Trace if asked to do so.
- To make sure all surfaces and door handles (including the toilets) are cleaned at the **beginning** & **end** of each session

NAME OF USER GROUP:.....

NAME OF MAIN CONTACT:.....

CONTACT TEL:.....

SIGNATURE:.....

