

Woodbury Village Hall

COVID-19 Special Conditions of Hire.

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

Legal Requirements

From the 10th December 2021 the government introduced legal restrictions relating to Coronavirus / Covid-19, in that masks must be worn inside village halls. It is the responsibility of each individual to wear a mask, in order to restrict the spread of the virus.

Exemptions to mask wearing apply when singing, exercising including sport and dancing, making announcements/addressing a group, making a presentation or giving a lecture, teaching a class, eating and drinking.

Clarification on Lectures, Presentations and Class Teaching

When giving a lecture or presentation, or making announcements to a meeting, your mask can be removed when you are at the front, speaking, provided you are 2m or more from the nearest person. This means that you can be heard better, your glasses won't steam up and people will get all the non-verbal communication from you too.

You can also remove your mask if you are teaching a class, provided you are at the front at least 2m from the nearest person. But when you are walking around the class, advising individuals, then you should wear a mask.

In all these circumstances you should wear a mask at the beginning and end of the sessions when there is general mixing in the room.

Woodbury Village Hall Recommendations

Woodbury Village Hall will continue to do a daily wipe-down of handles, knobs, door pushes, toilet facilities and all items and surfaces likely to be touched by users. This is in addition to the normal cleaning activities.

Clubs and societies using the Hall have a duty of care to their members and it will benefit all users if Woodbury Village Hall can avoid being a source of infection. We therefore recommend and ask that activity organisers observe the following:

1. Encourage people to wear face coverings and maintain social distancing.
2. Continue to use the one-way system for the Main Hall entry and exit, the exit being from the lobby by the RBL room/disabled toilet, to the left of the stage.
3. Continue to implement social distancing between family groups as far as is possible. This may be effected through consideration of seating arrangements or by reduced numbers participating in an activity.

4. Continue to maintain a good level of ventilation to reduce the risk of infection. Use the Main Hall extractor fans to remove air, so increasing ventilation.
5. Continue to use the hand sanitisers and to wash hands thoroughly at every opportunity.
6. Continue to organise sports, exercise or performing arts activities in accordance with guidance issued by the relevant governing body for your sport or activity.
7. For events with larger numbers of people attending, the organisers should take additional steps to ensure the safety of the public in relation to COVID-19. This could be, for example, by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit those closest to the exits first and invite people to use toilets in the interval row by row.
8. Woodbury Village Hall has placed NHS QR code posters at all the entrances. Users should scan the QR code when they arrive, using the NHS COVID-19 app, if they can. This is to help trace and stop the spread of coronavirus (COVID-19).

Woodbury Village Hall Mandatory Items

Woodbury Village Hall imposes an absolute requirement on hirers to carry out the following:

1. You must make sure that anyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 48 hours; has tested positive for the virus; or is required to self-isolate for any other reason e.g., following certain travel abroad. If they develop symptoms within 10 days of visiting the premises, they **MUST** seek a COVID-19 test.
2. In order to support Covid Track and Trace, you are required to keep a record of the date and time of your event and the names and contact phone number or email of all those who attend, for a period of three weeks afterwards. This can be done by operating an advance booking system or by asking everyone who attends to sign in. The Village Hall QR poster or the event QR poster may be used as an alternative, provided a mobile signal is available.
3. You must take particular care to ensure that social distancing is maintained for anyone likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets or other confined areas without compromising social distancing.
4. You will be responsible for the collection and removal of all rubbish created during your hire, including tissues and cleaning cloths. Rubbish bags are provided in the kitchen to enable you to take your rubbish away with you.
5. You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water (dishwasher is fine), dried and stowed away. We will provide washing up liquid and washing up cloths.