

Information for re-opening the Chillington Village Hall post COVID19 Lock

Down

Prepared by Neil Martin on behalf of the CCA

Overview

This Information Sheet has been issued in anticipation that the coronavirus regulations pertaining to England will be amended by 4th July, ready for the Chillington Village Hall to re-open on Monday 31st August 2020.

The CCA is working as far as possible with relevant Government departments so that the Hall Committee has the confidence that it is working as with all the latest information and procedures so that the Chillington Hall can open and run safely according to the latest rules and regulations.

This Information Sheet will be updated as required in accordance with Government guidance issued up to and including the first week of July, and any subsequent Government guidance as it becomes available.

We are assuming the 1 metre social distancing requirement as the minimum distancing we will accept.

The CCA Committee will keep monitoring relevant Government websites and social media channels for any coronavirus updates. This will ensure that the Committee and hirers are alerted to changes in guidance. Please note that any advice or information provided here should not be taken as a substitute for professional legal or other advice, or your own investigation of the official Government Websites.

For info: The CCA does not support the use of social websites to gather COVID information due to the large amount of unsubstantiated information on these web sites..

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Additional useful notes

Pre and post hirer activity summary

1. The Step by Step approach

The Government has laid out its recovery plans in 'Our Plans to Rebuild' (see link at end). These plans are contingent on the "R" rate of COVID-19 infection not increasing. They may be adjusted or rescinded either nationally or, possibly, in certain parts of the country in the light of the situation.

The re-opening of public buildings is scheduled to take place as part of Step 3, tentatively the 6th of July.

NOTE: In order for Step 3 to be implemented the Public Health Regulations need to be amended. They currently stipulate that a Community Centre must remain closed except where it is used to provide essential voluntary activities or urgent public support services or for early years childcare by a registered provider.

That amendment is due to take place on 4th July.

2. Planning for re-opening

a) The COVID-19 Secure Guidelines:

CCA Committee, Members, Hall renters and Hall users all need to be aware that the following 5 key points apply. These underpin this CCA Information Sheet and arrangements should reflect them:

- i. Minimise contact with individuals who are unwell: Nobody should attend the premises if they have symptoms or are self-isolating due to symptoms in their household

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- ii. Clean your hands often: Sanitiser will be provided at entry and exit points, sanitiser and/or running water, soap and paper towels in toilets and kitchens. Hot air hand dryers are not recommended as they distribute droplets
- iii. 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" poster is available (see end for link)
- iv. Regular cleaning of surfaces that are touched frequently: including door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces. Ordinary domestic products can be used
- v. Maintain social distancing where possible: Social distancing guidelines currently require at least 1 metre (one large step) to be maintained between individuals and households.

Bookings can be accepted for events where social distancing can be maintained, the number of people each person has contact with is reduced to a small group and/or contacts below 1m are minimised and transitory, but crowded events cannot yet be held. See below.

b) Booking overview

- Initially the CCA will restrict bookings of the hall to one (1) booking per day with a maximum head count of 30 people per event. This restriction will be reassessed in line with Government, local restrictions and CCA Committee guidelines. This restriction will be reassessed monthly and changes approved and signed off by the CCA committee via mail. CCA Booking Specialists (Chris and Dina) will be instrumental in helping the Committee assess Hall booking needs and trends over the next months.
- Hiring costs for the hall will have to be increased to help offset significantly increased costs of cleaning as a result of COVID. The CCA has decided to move from 2 X a week cleaning to daily cleaning. This is a massive cost burden for the CCA | on behalf of the Chillington Community.

Hire cost

REGULAR USERS £8 p/hr

CASUAL USERS £10 p/hr

COMMERCIAL USERS £15 p/hr

For ¼ Day booking (2.5 hours AM or PM) the charge is £25

For ½ Day booking (5 hours AM or PM) the charge is £50

Consultation with regular user groups will be important as some reorganisation may be inevitable. Some groups may not return for some time but want to retain their usual "slots" while it may be necessary to hire the premises in different ways.

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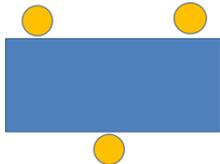
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3. Social Distancing in Chillington Village Hall

Size and layout

The size and layout of the Chillington Village Hall will determine the maximum number of people that can be accommodated while also facilitating social distancing in order to achieve social distancing requirements of 1 Meter between individuals.

The Hall could hold a maximum of:

Event	People
For an event with no tables other than 3 tables down the wall for food storage and service the Government Guidelines permits 50 people. However the CCA has decided to be more cautious and will limit the Hall capacity to a maximum of	30 people
For an event where the kitchen is used, the maximum number of people in the kitchen at any one time (kitchen is 2M X 2.6M)	2 people
With Tables based on 3 people per table 2 one side 1 the other of the CCA owned 0.8M X 1.8M tables all space utilised 	30 people
CCA owned chairs only (no tables except for presenter) for a presentation type event	30 people
CCA owned chairs only (no tables except for presenter) for a presentation type event	30 people
Combinations of tables and free space with ½ and ½ people	30 people
Combination of tables and free space with ¼ tables, ¾ free space	30 people

NOTE only: Without tables and chairs and standing in their own COVID space - 88 people can use the Chillington Hall which is 11X8.2 M

User groups and Track and Trace

User groups may not know at the outset how many people are likely to attend activities. The group coordinator will be responsible for collecting contact details of all attendees, including themselves, in case of any COVID Track and Trace requirements later. This information must be retained by the coordinator for 4 weeks from the point of the event being held. This information is not required by the CCA, but if the CCA is contacted due to Track and Trace, the Event Coordinator will be contacted to supply the appropriate information as to people's details for the NHS. Group Coordinator Forms are attached at the back of this document and available in the hall for this purposes if required.

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Pinch point management

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. There is a risk entrances could become congested owing to multiple user groups, or people lingering to read notices or chat; so a socially distanced queueing system should be employed by event coordinators. The CCA will not stipulate systems as each event is different. The Coordinator, using the basic guidelines of:

- If both toilets are busy, please queue in the hall, not in the kitchen or connection hall way
- Only a maximum of 2 people in the kitchen
- Use the hatch for all serving during the event to stop additional people entering the kitchen
- Staggered arrival and departure times may help

One way systems

Implementing a one-way flow in and out of the premises should help avoid congestion. The door opposite the Kitchen at the car park side of the Hall will be designated as the IN DOOR, the OUT DOOR will be the double fire door.

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

It may not be possible to implement one-way flow internally, as people may have to cross an entrance hall to reach the toilets or kitchen, so it may be necessary to stagger access to such facilities e.g. a longer interval.

Some lapse in social distancing may be difficult to avoid, e.g. where people pass in internal corridors. 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, particularly for older or medically vulnerable people.

Use of face masks

The latest 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 crowded areas such as public transport it is preferable that in halls social distancing and good hygiene are maintained. Where, however, people will be working in proximity, and with older and medically vulnerable people, a face covering is advisable to protect those people. Examples include preparing food or drink in a small kitchen, such as ours, and while serving older or vulnerable people e.g. at a coffee morning.

NOTE: If it is possible, the CCA strongly ask that Event Hirers ask the Kitchen staff to wear masks while serving through the Hatch.

Emergency scenario

In case of emergency it is important to prioritise safety: In the event of fire or accident people do not have to stay 1m apart if it would be unsafe to do so.

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Appendix B is sample information that can be used to share with users

4. Risk Assessment for COVID-19

All hirers of the Chillington Village hall must consider the COVID-19 Secure guidelines, contained in this document or/and on the official Government COVID websites, and are asked by the CCA to undertake their own COVID-19 Risk Assessment to ensure that all users are safe. As a Hirer, going through a Risk Assessment process and working out the areas of greater and lower risk for your group will hopefully enable a “common sense” approach to which your members can adapt.

5. Cleaning - responsibilities

- *CCA*

Please see Appendix F for more details.

- Cleaning will be undertaken on any day the Hall is hired. This will be undertaken by the CCA cleansing team. **If the Hall is left in a poor state of cleanliness after an event then the organiser may be asked to pay for additional cleaning as a result.**
- All Chairs have been cleaned in preparation for opening and further cleaning will take place as required.
Manual cleaning will be undertaken as required after events. This will be undertaken by the CCA cleansing team.
- Interior walls have been painted with a washable paint to allow for cleansing as required.
Manual cleaning will be undertaken as required after events.
- Toilets will be cleaned after every day the Hall has been used.
- Hand sanitiser will be replaced as required daily
- Tissues will be replaced as required
- Soap and toilet rolls will be replaced as required
- Garbage bags will be emptied after each day the Hall has been used by the hirer. If hirers do not remove their own waste, this will affect the return of the deposit.
- Switches should be cleaned by cloth, not sprayed with disinfectant after every day of hire by the hirers.

- *Hirers*

Please see Appendix G for more details.

- Hirers will wash down tables after they have been used and store in the cupboard
- Kitchen must be wiped down and cleaned and all cups and utensils need to be cleaned and put away
- Walls need to be cleaned if hall users have been touching them

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- Toilet spaces should be maintained and kept clean during and after the session has completed, but surfaces need to be sprayed after the hire session is completed by the hirers.
- Garbage bags after the hire all need to be removed and either taken home or placed in the Garbage containers in the Hall grounds.
- Floors need to be brushed after use and all litter thrown away in bins in the hall and as per the above point then either taken home for disposal, but CANNOT be left in the Hall after the session.
- Each hiring group must clean surfaces that their group might use before their own users arrive, and to clean regularly used surfaces such as table tops and sinks during the hire and to clean before they leave – CCA will provide hand sanitiser, cleaning materials (including cleanser, spray disinfectant, washing up liquid and cloths) and tissues.
- Hirers bringing, or using their own equipment, even if it is stored at the hall, will need to clean this for each session and before stowing it away, or ask their group members to bring their own clean equipment and avoid sharing it.

6. Hiring Arrangements

Chillington Hall will give priority to essential services (Chillington Heath Centre) and Pre-schools during the initial re-opening period and endeavour to arrange other hires around these. If that is not feasible without compromising COVID-19 secure guidelines the hall may have to remain closed for other hirers.

Under normal hiring conditions going forward, no booking should be back to back and a gap of 60 minutes between each separate hiring, unless it is the same group using the hall for multiple uses. This is required to allow for cleaning by one user before the next user group arrives.

This will allow the next hirer to arrive early and do any cleaning they want before their session starts. Each hirer or hirers are to arrive up to half an hour earlier in order to pre-clean for their own use.

Dina and Chris will need to text or mail the cleaning staff of expected arrival times for each hirer so that arrangements can be made to check there are sufficient supplies of sanitiser, soap, paper towels and cleaning materials in the Hall (doors), Kitchen and Toilets.

Hirers will need to be given instructions, guidance and responsibility which should be attached to the usual hire agreement. These instructions are enclosed in Appendix G. These should be issued in writing and signed or accepted by the hirer in all cases. An electronic signature or email confirmation of the conditions is acceptable, including the additional deposit requirement.

Hirers should be encouraged to seat or stand people side-to-side, rather than face-to-face, whenever possible with two empty seats (a distance of at least 1m) between each person if seated. If face-to-face placing is unavoidable a distance of at least 1 metre is required.

Where possible hirers should encourage people to stay in groups, of say 6 to 8, to reduce transmission.

Hirers should be encouraged to keep the hall well ventilated, opening doors and windows as far as possible, and will need to remember to close them all for security on leaving.

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Hirers should be encouraged to have regard as to whether people attending their activity are clinically vulnerable to COVID-19 and how they will address the need to keep them safe.

Hirers should be provided with a copy of the hall's COVID-19 Risk Assessment. The sample in the Appendix can be shared with user groups

Hirers are encouraged to bring their own Food and Drink e.g. water bottles for the time being, rather than making food and drink on the premises, to reduce work cleaning the kitchen. Users should also be encouraged to bring their own equipment where possible, e.g. crafts, keep fit, and can be encouraged to bring their own personal hand sanitiser, wipes, and tissues

7. Procedures if someone becomes unwell with COVID-19

Hirers should designate a space 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 and a bowl of warm soapy water for handwashing and paper towels should be provided from the kitchen. Tissues and paper towels 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 hirer should contact CCA immediately and tell them of the instance and any rubbish that has been left for cleaning/removal.

8. Frequently Asked Questions

Q: If an outbreak of COVID-19 is traced to our hall, will we, trustees, or staff, be held liable?

A: If those responsible for managing the hall use reasonable endeavours to ensure the hall is cleaned and maintained in accordance with the COVID-19 Secure Guidelines, have prepared a COVID-19 Risk Assessment and have written records of the action taken this should reduce very substantially the risk of being held liable.

Q: Hirers want to use the hall but want to pay a reduced fee because their numbers will be lower, and they will be doing more cleaning.

A: CCA can't afford this, because we have fixed costs to pay and have to arrange more cleaning too.

Q: What do we do if someone wants to hire the hall for an event at which we think social distancing might not be observed, such as a birthday party?

A: We are entitled to refuse the booking. You might accept a booking for a future date with the caveat that it is subject to cancellation if Government guidance at the time would not permit it or it appeared

Q: We are confused. When should sanitiser, soap and water or antibacterial wipes be used?

A: Provide what is most appropriate. Sanitiser tends to be more easily dispensed at entrances and exits, whereas soap and water easily used in kitchens and toilets. For general cleaning disposable cloths used with and warm, soapy water or spray disinfectant are adequate. People can be encouraged to bring their own sanitiser, antibacterial wipes and tissues, because everyone is encouraged to wash their hands more often than usual, for 20 seconds using soap and water or hand sanitiser, particularly after

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coughing, sneezing and blowing their nose. Wipes must not be flushed down toilets, bins should be provided.

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9. Appendices

Appendix A – Checklist

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	Task	Status
1	<p>Advise the hall's insurers when the premises will be re-opening and check any requirements.</p> <p>None other than to follow the Government Guidelines 29/7/2020</p>	Done
2	Check the security code or key logs are up to date.	Done
3	<p>Consider whether additional cleaning is required, where and when. Consider arrangements for moving, stowing and cleaning equipment. A thorough clean of the hall should be undertaken before it reopens and the subsequent cleaning regime to follow will need to be identified. Ordinary household products can be used.</p> <p>Discuss with Olly Smith any changes in work patterns required to ensure the hall meets the COVID-19 Secure guidelines. Agree any changes in writing with cleaners/employees.</p>	<p>Purchasing spray machines (3)</p> <p>Purchasing sanitiser sprays</p> <p>PPE for cleaning staff</p> <p>Adequate soap and other consumables in place for the 31st August opening</p>
4	Ensure appropriate PPE is available: Overalls and plastic gloves are usually sufficient. The overalls should be taken off when leaving and washed. A set of disposable PPE is also needed in case decontamination is required.	Done
5	Flush through the water system, five minutes for each tap or shower head, to remove any risk of legionella or other bacterial build up and ensure U bends are full. Keep clear of spray and wipe up afterwards with household disinfectant.	Done
6	Carry out the routine health and safety risk assessment of the whole premises. Check the electrical inspection (required every 5 years) and PAT testing are up to date and visually check leads. Ensure any fridge/freezer is working at correct temperature, the heating and hot water system operational. Cut grass. Identify and address any items requiring attention e.g. light bulbs failed, trip hazards	Done
7	Ensure the Fire Safety Risk Assessment and routine fire safety checks are up to date e.g. fire exit doors are clear, not sticking, fire extinguishers serviced, emergency lighting system and any alarm system are working.	Done
8	Provide hand wash facilities and paper towels: Hand dryers are not recommended for use at the present time as they could disperse droplets containing the virus into the air and should be taped off. Hand sanitiser needs to be provided at entrance and exit routes. Tissues, soap, toilet rolls and cleaning products, including disposable cloths, should be provided.	Done

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9	Consider "Engaged/Vacant" signage at the entrance to male and female toilets to limit the number of people within these areas at any one time and similar signage at other "pinch points".	Done
10	Provide signage: The certificate that the premises comply with COVID19 secure guidelines should be displayed at entrances.	Done
11	Think about social distancing arrangements in corridors and at entrance and exits: Consider using tape to mark out a 1m distance outside and inside the entrance, and outside fire exits, to encourage people to wait their turn to enter and exit the hall.	Done
12	Consider Marketing and Communications: Ensure the website and fb pages are up to date and communicate through Village Voice that the Hall is open.	Done

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Appendix B COVID-19 Secure Premises Poster

HELP KEEP THIS HALL COVID-19 SECURE

Symptoms of coronavirus – NHS Web site

The most common symptoms are new:

- continuous cough
- fever/high temperature (37.8C or greater)
- loss of, or change in, sense of smell or taste (anosmia)

A new continuous cough is where you:

- have a new cough that's lasted for an hour
- have had 3 or more episodes of coughing in 24 hours
- are coughing more than usual

A high temperature is feeling hot to the touch on your chest or back (you don't need to measure your temperature). You may feel warm, cold or shivery.

Some people will have more serious symptoms, including pneumonia or difficulty breathing, which might require admission to hospital.

1. You must not enter if you or anyone in your household has COVID-19 symptoms. Testing thermometers will be provided by the CCA for all hall hirers to use on all people who enter the hall – no exceptions are permitted. Anyone with a temperature of more than 37.8C
2. If you develop COVID-19 symptoms within 7 days of visiting these premises alert Test, Track and Trace. Alert Neil Martin on 07790353887 and alert the organiser of the activity you attended.
3. Maintain 1 metres social distancing as far as possible: observe any one-way system marked.
4. Use the hand sanitiser provided on entering the premises. Clean your hands often. Soap and paper towels are provided.
5. Avoid touching your face, nose, or eyes. Clean your hands if you do.
6. "Catch it, Bin it, Kill it". Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
7. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived. Keep them clean. We do our best to clean all surfaces at the hall between hires.
8. Take turns to use confined spaces such as corridors, kitchen and toilet areas. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
9. Keep the hall well ventilated. Close doors and windows on leaving.

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Pre and Post Hirer activities:

- Hirers will wash down tables after they have used them for the next user
- Kitchen must be wiped down and cleaned and all cups and utensils need to be cleaned and put away
- Walls need to be cleaned if hall users have been touching them, this is especially important after the Hall has been used for children's events.
- Toilet spaces should be maintained and kept clean after the session has completed, but surfaces need to be sprayed after the hire session is completed by the hirers.
- Garbage bags after the hire all need to be removed and either taken home or placed in the Garbage containers in the Hall grounds as a minimum. If there are lots of refuse bags used in the hire, please be considerate and take them home for removal by the normal refuse services, the grounds bins serve the whole community too.
- Floors need to be brushed after use and all litter thrown away in bins in the hall and as per the above point then either taken home for disposal, but CANNOT be left in the Hall after the session
- Each hiring group must clean surfaces that their group might use before their own users arrive, and to clean regularly used surfaces such as tabletops and sinks during the hire and to clean before they leave – CCA will provide and check/replenish hand sanitiser, cleaning materials (including cleanser, spray disinfectant, washing up liquid and cloths) and tissues.
NOTE: CCA will provide supplies of soap and paper towels at toilet and kitchen sinks.

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, or ask their group members to bring their own clean equipment and avoid sharing it.

- **Park Equipment**

As sunlight has been on the equipment, and this is reported as being a killer of viral infection, including COVID 19, the Parish will not do a deep/thorough clean and have produced a notice that encourages social distancing, clean your and your childrens hands before and after using the equipment and do not visit the park if anyone has Covid symptoms.

The Parish Council conduct visually checks of the equipment and have placed signs up as required, but leave people to decide what they touch.

If Hall users allow the use of the Park Equipment as long as the equipment is marked as safe to use, then social distancing and hand cleansing **MUST** be followed during and after the usage. No one is to enter the Hall without using hand cleansers as a minimum.

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Appendix C – Catch it Bin it kill it poster

<h1>CATCH IT</h1> <p>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p>	
<h1>BIN IT</h1> <p>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p>	
<h1>KILL IT</h1> <p>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p>	

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Appendix D – Wash hands poster

A poster with a dark blue background. At the top, a light blue horizontal bar contains the text "STOP THE SPREAD OF GERMS" in white, uppercase letters. Below this, the text "Wash your hands often with soap and water for at least 20 seconds." is written in white and yellow. To the right of the text is an illustration of two hands being washed with white soap foam and blue water droplets. At the bottom, there is a white horizontal bar containing the CDC logo and text about COVID-19 prevention.

STOP THE SPREAD OF GERMS

Wash your hands
often with soap
and water for at
least 20 seconds.

CDC
RECOMMENDATIONS

COVID-19 PREVENTION
The best way to prevent illness is to avoid being exposed to this virus. For more information: www.cdc.gov/COVID19

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Appendix E – Personal details for tracking only

Dear Hall Group Coordinator:

Following both best practices and Gov. Regs. We would ask you to share some of your details with us for your safety. Please keep a list of contact details of the members of your group for 4 weeks in case of any Track and Trace requirements.

This will only be shared with the NHS in the instance of track and trace requirements.

Date: _____

Time of arrival: _____

Time of departure: _____

Name: _____

Contact telephone: _____

Email: _____

Address: _____

I agree to share my information with the NHS if required

Signature

Dear Hall Group Coordinator:

Following both best practices and Gov. Regs. We would ask you to share some of your details with us for your safety. Please keep a list of contact details of the members of your group for 4 weeks in case of any Track and Trace requirements.

This will only be shared with the NHS in the instance of track and trace requirements.

Date: _____

Time of arrival: _____

Time of departure: _____

Name: _____

Contact telephone: _____

Email: _____

Address: _____

I agree to share my information with the NHS if required

Signature

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[Appendix F – Cleaning Checklist – CCA](#)

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Date:		Name:		
Action	Reason	Completed		Comment
		Y	N	
Open windows & doors	Ventilate hall after booking			
Clean switches hall	Antiviral action			
Clean switches kitchen	Antiviral action			
Clean switches toilets	Antiviral action			
Clean switches storage	Antiviral action			
Clean window handles	Antiviral action			
Clean all door handles	Antiviral action			
Clean surfaces in hall	Antiviral action			
Clean kitchen surfaces	Antiviral action			
Remove and bag all drying clothes	All used to be washed weekly			
Check and replenish PPE - kitchen	Paper towels, soap, hand sanitiser, surface spray			
Check and replenish PPE - washrooms	Paper towels, soap, hand sanitiser, surface spray			
Clean toilet 1	Antiviral action			
Clean toilet 2	Antiviral action			
Clean - kitchen	Unit and appliance doors			
Clean - kitchen	Clean interior of fridge if tape has been broken and reapply new tape			
Clean appliances in kitchen	Clean interior of cooker if tape has been broken and reapply new tape			
Clean appliances in kitchen	Clean interior of Microwave if tape has been broken and reapply new tape			
Empty water and clean kettles	Antiviral action & good practice			
Check utensils and crockery clean and stored	Antiviral action & good practice			
Check and empty dishwasher	Antiviral action & good practice			
Clean kitchen floors	Antiviral action			
Clean hall floors	Antiviral action			
Clean hall walls	As required			
Clean Tables	If tape has been broken and reapply new tape			
Other actions	Please list as required			

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Appendix G – Check list to be shared with all Hirers

The key rule for all hirers is – if you use it please clean it, think of the next user – thank you and be safe

Date:	For information	Response to CCA to improve the Hall
Action	CCA comments/suggestions	Hirer Comments
Before Event		
Open windows & doors	Ventilate hall before your event and keep doors open throughout your event (if possible) to give a flow of fresh air	
Clean switches	We clean all switches, but it never hurts to do it before your event too – not required, but additional safety	
During Event		
General comments		
Keep windows and doors open	Maintain fresh air in the hall if possible	
Use main door for entry and fire door for exit	As much as possible keep a one way system in place	
Use hand sanitisers		
General comments – washrooms		
Maintain clear hall into kitchen	If both toilets are busy, please queue in the hall, not in the kitchen or connection hall way	
During function	Please give the washrooms a quick disinfectant spray if possible – good practice, especially with functions with children in attendance	
After function	Please remove all litter and if you can give a sanitising spray and wipe down it would be appreciated	
General comments – Kitchen		
Kitchen	Maximum of 2 people in the kitchen	
Dishwasher	Please load and use the dishwasher during and after function as much as possible	

Information for re-opening the Chillington Village Hall post COVID19 Lock

Down

Prepared by Neil Martin on behalf of the CCA

Kitchen surfaces	Please clean all work surfaces regularly during use with disinfectant spray, especially after event is finished	
Other kitchen surfaces	When you are finished, can you give the kitchen a spray (disinfectant) and clean overall, especially switches and any regularly used surfaces (in addition to work surface)	
Utensils	Please replace any utensils after they are cleaned	
Dishtowels	If you use any dishtowels, can you either place them on the work surface by the sink, or if possible take them home, wash and return dry and clean. There are also paper towels available as required	
Hatch for serving	Please use the hatch for all serving during the event to stop additional people entering the kitchen	
Remove all rubbish	All rubbish bags are to be removed from the hall and either recycled at home or if space is available, in the bins in the grounds (please consider other park users and if this is not possible then take the bags home and throw out in you bins as normal).	
General comments – Hall		
Switches, window handles and work tops	It is good practice to give a general wipe down during a function.	
Switches, window handles and work tops	After the function has completed, please give all surfaces used a quick disinfectant wipe down	
Walls and doors	In the event of any touching of walls and doors, especially after children’s functions please give the walls and door a quick disinfectant wipe down as you do handles and light switches.	
Remove all rubbish	All rubbish bags are to be removed from the hall and either recycled at home or if space is available, in the bins in the grounds (please consider other park users and if this is not possible then take the bags home and throw out in you bins as normal).	
Tables	If hall tables are used, then please wipe them down and disinfect after use ready for the next user.	
After use of Hall		
Close the hall after use	Doors	
	Windows	
	Turn down the heater if it was used	
	Be safe and let's keep the Hall open for future use	

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Additional useful notes:

- Hirers should be encouraged to seat or stand people side-to-side, rather than face-to-face, whenever possible with two empty seats (a distance of at least 1m) between each person if seated. If face-to-face placing is unavoidable a distance of at least 1 metre is required.
- Where possible hirers should encourage people to stay in groups, of say 6 to 8, to reduce transmission.
- Hirers should be encouraged to keep the hall well ventilated, opening doors and windows as far as possible, and will need to remember to close them all for security on leaving.
- Hirers should be encouraged to have regard as to whether people attending their activity are clinically vulnerable to COVID-19 and how they will address the need to keep them safe.
- Hirers are encouraged to bring their own Food and Drink pre-prepared (e.g. water bottles for the time being, rather than making food and drink on the premises), to reduce work cleaning the kitchen. Users should also be encouraged to bring their own equipment where possible, e.g. crafts, keep fit, and can be encouraged to bring their own personal hand sanitiser, wipes, and tissues.
- You must not enter if you or anyone in your household has COVID-19 symptoms. Testing thermometers will be provided by the CCA for all hall hirers to use on all people who enter the hall – no exceptions are permitted. Anyone with a temperature of more than 37.8C
- If you develop COVID-19 symptoms within 7 days of visiting these premises alert Test, Track and Trace. Alert Neil Martin on 07790353887 and alert the organiser of the activity you attended. The Coordinator of the event will have the full list of contact details for all who came to their event. They will provide this to the NHS Track and Trace personnel as required.
- Maintain 1 metres social distancing as far as possible: observe any one-way system in place as described by the Coordinator.
- Use the hand sanitiser provided on entering the premises. Clean your hands often. Soap and paper towels are provided.
- Avoid touching your face, nose, or eyes. Clean your hands if you do.
- “Catch it, Bin it, Kill it”. Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
- Organisers of the Event are advised as part of best practice to cleaned light switches, door handles, tables, other equipment, sinks and surfaces when they arrive. Keep them clean. We do our best to clean all surfaces at the hall between hires, but we all need to be vigilant to stop this virus from spreading.
- Take turns to use confined spaces such as corridors, kitchen and toilet areas. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- Keep the hall well ventilated. Close doors and windows on leaving.

Pre and post hirer activity summary:

- Hirers should wash down tables after they have used them for the next user
- Kitchen should be wiped down and cleaned and all cups and utensils need to be cleaned and put away
- Walls need to be cleaned if hall users have been touching them, this is especially important after the Hall has been used for children’s events.
- Toilet spaces should be maintained and kept clean after the session has completed, but surfaces need to be sprayed after the hire session is completed by the hirers.

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- Garbage bags after the hire all need to be removed and either taken home or placed in the Garbage containers in the Hall grounds as a minimum. If there are lots of refuse bags as a result of the Event, please be considerate and take them home for removal by the normal refuse services, the grounds bins serve the whole community too.
- Floors need to be brushed/vacuumed after use and all litter thrown away in bins in the hall and as per the above point then either taken home for disposal, but CANNOT be left in the Hall after the session
- Each hiring group must clean surfaces that their group might use before their own users arrive, and to clean regularly used surfaces such as table tops and sinks during the hire and to clean before they leave – CCA will provide and check/replenish hand sanitiser, cleaning materials (including cleanser, spray disinfectant, washing up liquid and cloths) and tissues. NOTE: CCA will provide supplies of soap and paper towels at toilet and kitchen sinks.
- 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, or ask their group members to bring their own clean equipment and avoid sharing it.

Park Equipment

- As sunlight has been on the equipment, and this is reported as being a killer of viral infection, including COVID 19, the Parish will not do a deep/thorough clean and have produced a notice that encourages social distancing, clean your and your children's hands before and after using the equipment and do not visit the park if anyone has Covid symptoms.

The Parish Council conducts visually checks of the equipment and has placed signs up as required, but leave people to decide what they touch.

If Hall users allow the use of the Park Equipment as long as the equipment is marked as safe to use, then social distancing and hand cleansing MUST be followed during and after the usage. No one is to enter the Hall without using hand cleansers as a minimum.