

Covid-19 Notes for anyone booking Warkworth War Memorial Hall - 27/8/20

Whilst welcoming you back to the hall, there are various constraints and guidelines now imposed, subject to change in line with governmental advice. The Hall's Covid-19 Risk Assessment is available in the main Hall and on the web site. Anyone planning to run a session/event at the Hall should develop their own Covid-19 Risk Assessment Document, an example of which is attached.

1. COVID-19 Secure Guidelines

- 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.
- Clean your hands often
- Respiratory hygiene: Everyone needs to be encouraged to avoid touching their mouth, eyes, and nose.
- Regular cleaning of surfaces that are touched frequently: including door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces. Ordinary domestic products can be used.
- 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, 1metre plus mitigation measures.

2. Specific Issues Relating to the Hall

To assist social distancing requirements, maximum occupancy has been set for rooms, as follows: Main Hall - 30; Supper Room - 5; Gents Toilet - 1; Ladies Toilet - 2; Kitchen - 3; Library - 3.

The hall is cleaned once a week, but we are unable to offer cleaning between each booking. Hirers must take responsibility for ensuring cleanliness. Hand sanitisers are installed at both entrances. Soap, hot water and paper towels are available in the kitchen and the toilets. Cleaning materials are available in the kitchen.

We have not established a one-way system as most events will start at a set time and attendees will leave collectively at the end. A one way system will be required if arrival/departure times are not synchronised, e.g. Craft Fair or Coffee Morning. The flow of people in/out of the premises should be controlled to reduce the risk of congestion. It may be necessary to introduce socially distanced queuing systems. Where possible, during a session doors and windows should be opened to improve ventilation in the premises.

On administering 1st aid you should take precautions in case either the carer or the patient is carrying asymptomatic infection. In the event of someone becoming unwell with suspected Covid-19 symptoms, refer to Section 4 "Covid-19 Response Plan". If you suspect someone with Covid-19 has attended you must notify either the Hall Booking Secretary or the Chairman. The hall will be closed for a week to allow thorough cleaning to take place. We will also need to notify "Track and Trace". You should assist by keeping a temporary record of attendees for 21 days, in a way that is manageable and secure.

The following conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

3. Special Conditions of Hire during COVID-19

SC1: The hirer will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3: You will be responsible for cleaning all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied in the kitchen or your own ordinary domestic products. Areas to consider include door handles, light switches, window poles/catches, equipment, toilet handles and seats. You will be required to clean again on leaving. Please take care cleaning electrical equipment - use cloths, do not spray.

SC4: You will make sure that everyone 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. If they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You should ensure they are all securely closed on leaving.

SC6: You will restrict number of attendees to meet the temporary room capacity limits (See section 2), in order that social distancing can be maintained. You will require attendees, as far as possible, to adhere to government social distancing guidelines.

SC7: You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19. For example, keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8: Any furniture used should be arranged, as far as possible, to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures, e.g. seating side by side, with at least one empty chair between each person or household group. To simplify cleaning, chairs should just be held by the metal components when being moved.

SC9: You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. (People are not obliged to provide details)

SC10: If using a Hall tea-towel you should take it away to wash and return at a later date. Ensure all used disposable items, such as tissues, are safely binned.

SC11: You will be responsible, if drinks or food are made, for ensuring that all crockery

and cutlery is washed in hot soapy water, dried and stowed away.

SC12: We will have the right to close the hall if there are safety concerns relating to COVID-19. If this is necessary, we will do our best to inform you promptly.

SC13: In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC14: Where a sports, exercise or performing arts activity takes place you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

SC15: Use of shared equipment should be avoided where possible or appropriately cleaned between use by different individuals.

SC16: You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking, but they should be seated.

4. COVID-19 Response Plan

In the event of someone becoming unwell with suspected COVID-19 symptoms you should:

- 1) Isolate them from all other people in attendance at the Hall
- 2) If they are mobile and have a means of transport, Send them home immediately
- 3) Ask other members of your group to provide their contact details if you do not have them
- 4) Ask the rest of your group to leave the premises, observing the usual hand sanitising and social distancing precautions
- 5) Advise them to launder their clothes when they arrive home
- 6) Inform Hall Booking Secretary or Chairman
- 7) If the unwell person cannot leave the hall immediately, e.g. needs to wait for a lift, use public transport or other valid reason:
 - a) Move him/her to the isolation space, which is the Ladies Toilet, where a plastic chair and COVID-19 Response Kit is available.
 - b) Take out the bags A and B, put on a mask, face shield, gloves & apron to protect yourself.
 - c) Provide the unwell person with bag B, to enable them to put on gloves, facemask and apron.
 - d) Use as needed the tissues, hand sanitiser and the box filled with warm water and hand soap.
 - e) Once the unwell person has been collected/departed:
 - i. place any waste from unwell person into the rubbish bag
 - ii. Remove gloves, place in rubbish bag, wash or sanitise hands
 - iii. Remove apron, place in rubbish bag.
 - iv. Remove face shield, place it in a position to be cleaned

- v. Remove facemask, place in rubbish bag.
- vi. Wash your hands for at least 20 seconds with warm soapy water.
- vii. If appropriate wait for the responsible committee member to arrive.
- viii. Once home - launder all your clothes and wipe down to disinfect your car if travelling in it.

Note that the waste should be double bagged and kept for 72 hours before being collected.

4.1 Cleaning the area where assistance was provided

Cleaning an area with normal household disinfectant after the unwell person with suspected COVID-19 symptoms has left will reduce the risk of further infection.

- 1) Take Bag C from COVID-19 Response kit, put on gloves, apron and if appropriate facemask.
- 2) Using disposable cloths, clean the isolation space and chair, Covid-19 Response Kit Box and Lid and any other areas suspected of possible contact with the unwell person. Clean hard surfaces with warm soapy water, followed by disinfectant/anti-bacterial wipes.
- 3) On completion of cleaning:
 - a) Place any waste into a rubbish bag
 - b) Remove gloves, place in rubbish bag Remove apron, place in rubbish bag.
 - c) Wash your hands for at least 20 seconds with warm soapy water

Note that the waste should be double bagged and kept for 72 hours before being collected.