

KEEPING BUCKLAND NEWTON VILLAGE HALL COVID-19 SECURE

The Hall has been risk assessed and is Covid-19 Secure, but it needs your co-operation to keep it this way. Please follow the guidelines below as diligently as possible

- 1) **Do not come** if you or anyone in your household has Covid-19 or suspected symptoms.
- 2) **If you develop Covid-19 within 7 days** after last using the hall, please contact your event organiser as well as the national Test, Track and Trace system, so other hall users can be protected and the hall cleaned appropriately.
- 3) **Hand Sanitising is Mandatory on entry.** An Automatic Hand Sanitiser in entrance hall.
- 4) **Wearing a Mask is Mandatory on entering Hall.** It may be removed in the main hall under certain circumstances.
- 5) **Areas open:** Only the Main Hall and Disabled Toilet is open to users.
- 6) **Social Distancing:** Adhere to a social distance of at least 1 metre, preferably 2 metres, as strictly as possible.
- 7) **Ventilation.** Open patio doors and windows as much as possible. This is one of the most effective means of reducing infection. **Close at end of session.**
- 8) **Cleaning.** Our cleaner sanitises all surfaces and cleans the floor on Saturday am and Wednesday pm. Ensure your organiser wipes door handles, chairs, hall surfaces such as windowsills, radiator tops, front of stage both before you arrive and at the end of your session. A sanitising station with wipes, spray gloves and bin bags is located next to the kitchen hatchway.
- 9) **Toilets:** Only the Disabled Toilet is available. Please only use this if essential and let organiser know so that the surfaces can also be wiped.
- 10) **Equipment:** Please bring your own mats, cushions for chairs, water etc.
- 10) **One Way System:** If users are entering hall for a follow on session, avoid close contact in the Entrance Hall by leaving via the Patio Doors.
- 11) **Curtains:** Please refrain from touching these as they are difficult to sanitise.