STUDLAND VILLAGE HALL **COVID-19 PROTOCOL**

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As with all other matters, use of the Village Hall can only operate as a partnership between the Management Committee and hirers. We provide the Hall as a facility to hirers; we are unable to manage individual sessions in person. We can only provide the safest environment we can and much of the responsibility for managing risk to people while they are using the Hall lies with the hirer.

This Protocol will be kept under review in the light of advice and guidance from Government and other official bodies. Amendments may be issued from time to time.

This Protocol forms part of the Conditions of Hire.

As per the Hiring Agreement, the term Hirer means an individual hirer or, where the hirer is an organisation, its authorised representative. However, where an organisation hires the Hall it is expected that the Committee of the organisation as a whole will have considered the Covid-19 related issues pertaining to their use of the Hall.

In relation to Covid-19 specific issues:

Actions by the Village Hall Management Committee

1. From 24th February 2022 all legal restrictions and most previous Government guidance regarding Covid-19 were lifted. We are now "Living with Covid" as per the Government's Plan.
2. We have carried out a Risk Assessment and will keep it under review.
3. All types of activities may take place in the Hall without restriction. The capacity limits set for Fire Safety and the physical capacity of the Hall, as set out in the Conditions of Hire, continue to apply, but no restrictions are placed on capacity by the Village Hall Management Committee for Covid specific reasons.
4. The Hall is fully cleaned as per the schedule in the Appendix, twice a week and after major one-off events involving more than 30 people. Special attention is given to any surface which is likely to be touched in the normal course of events. A record of when these cleans have taken place is kept and is available on request.
5. A bottle of anti-viral spray disinfectant and paper towels continues to be provided for the use of hirers if they wish to wipe down any particular surfaces before their session (for example door handles and push plates). This is kept in the cupboard in the front lobby to be most easily accessible on entry – please make sure you put it back there for others to use. There is another bottle in the Committee Room for the use of hirers using that room.
6. Hand sanitisers have been placed wherever people enter the Hall, viz. in the front lobby, rear lobby and by the external door to the meeting room.
7. Soap and paper towels are provided in all the toilets and in the kitchen.
8. Notices are displayed at all entrances asking people who have any Covid-19 symptoms or who have recently tested positive to not come into the Hall.
9. NHS Test and Trace is no longer in operation and we have been required to remove the QR code posters previously used for attendees to check in to the venue.
10. Appropriate public health notices have been displayed around the Hall and in the toilets.
11. If the Village Hall Committee is notified by a hirer that someone has displayed suspected Covid-19 symptoms during a session a deep clean of the Hall will be undertaken as soon as practicable.

Actions by Hirers

1. In line with the "Living with Covid" Plan it is recommended that hirers continue to assess risk appropriate to their particular activities and the particular personnel who take part. This assessment does not need to be submitted to the Village Hall Management Committee unless requested. Factors to consider include, but are not restricted to:
    - the age and vulnerability of participants
    - the degree to which participants have been double vaccinated and boosted
    - the number of participants
    - the incidence of Covid-19 cases in the local area
    - the degree to which participants know each other
    - whether the general public are admitted.
2. It is understood that as a result of their own risk assessment the Hirer may not wish to hold sessions for the time being, or sufficient individual participants themselves may not wish to attend to render the session impractical. If this occurs the Booking Secretary should be informed, preferably before the date of the hire or, if cancelled on the day, as soon as possible thereafter. Cancelled sessions are not charged for as long as the Booking Secretary is informed beforehand or if necessary immediately afterwards.
3. Individuals who have any Covid-19 symptoms or who have recently tested positive should not come into the Hall. Anyone suspected by the Hirer of falling into either of these categories who do come into the Hall should be requested to leave.
4. Hirers may adopt their own best practice regime according to their own risk assessment. This is totally the decision of hirers and is not a requirement by the Village Hall Management Committee. This may take the form of suggested good practice or, if appropriate, instructions for attendees. It should be recognised that some attendees may still remain nervous about entering the Hall and may need reassurance. Measures may include, but are not restricted to:
    - Ventilation and having regular breaks
    - Wearing of masks
    - Social distancing
5. Care should continue to be taken not to encourage crowding at pinch points, such as entry, exit and at the hatch.
6. Participants should be encouraged to use the hand sanitisers provided on entering the Hall, and to wash their hands as appropriate during the session (especially after coughing, sneezing and blowing their nose).
7. Do not dispose used tissues in the Village Hall bins, but bag up and take home.
8. In the unlikely event that two sessions by separate hirers overlap through overrunning by the first hirer or early arrival by the second hirer, the later hirer and their participants should wait at an appropriate distance from the entrance to allow the first session participants to leave safely. The first hirer should make all due effort to leave promptly.
9. In the event of a fire or other emergency social distancing, if adopted by a hirer, may be disregarded in order to get everyone out of the building quickly.
10. You may use your own cleaning products to carry out any cleaning prior to your use of the Hall and at the end of the session. The anti-viral disinfectant and paper towel in the front lobby cupboard can be used as required by Hirers, but must be put back there for the next Hirer. Electrical equipment, including light switches and sockets should not be sprayed but wiped.
11. Hirers are responsible for cleaning their own equipment, whether it is stored in the Hall or brought to the Hall for a particular session.

12. If any kitchen equipment such as crockery, cutlery or glasses are used they should be washed thoroughly in hot water and washing up liquid, or in the dishwasher.
13. Recording of attendance for Test and Trace purposes should no longer be carried out and any previous records collected to support NHS Test and Trace still retained must be destroyed.
14. If someone starts to display Covid-19 symptoms during a session they should be asked to leave without delay. If they need to wait for transport home or to hospital they should be isolated in the Committee Room (or kitchen if the Committee Room is in use) and leave via the outside door to the rear. Everyone else present should wash their hands and leave the Hall as soon as practicable, minimising contact with furniture, equipment or other surfaces. The Village Hall Committee must be informed as soon as possible to enable a deep clean to take place.
15. If a Hirer becomes aware of any participant in a session developing Covid-19 symptoms and testing positive within the seven days following that session they should inform the Village Hall Committee as soon as possible.

APPENDIX

Village Hall cleaning schedule

During the first lockdown a thorough deep clean of the entire Hall building was undertaken.

Standard tasks for twice weekly* clean and after major events:

- floors hoovered and mopped
- kitchen surfaces, sinks and taps, door handles, etc wiped with anti-viral disinfectant
- all equipment in kitchen and elsewhere (belonging to the Hall) wiped with anti-viral disinfectant
- door handles, push plates, window stays, light switches and cupboard handles wiped with anti-viral disinfectant
- used chairs and tables wiped with anti-viral disinfectant (cloth parts of chairs sprayed)
- curtains (where likely to be touched) disinfected
- toilets, washbasins and taps and surfaces cleaned and wiped with anti-viral disinfectant or bleach as appropriate
- crockery, cutlery and glasses left out washed; cupboards checked and cleaned if necessary
- hand gel and soap dispensers checked and topped up as necessary; paper towels and toilet paper checked and topped up
- bins emptied

* Where there are fewer than the normal hirings the standard clean may only be done once a week if the level and pattern of hire is sufficiently low not to warrant two cleans.

Other tasks on a fortnightly, monthly, or quarterly basis as appropriate:

- windows cleaned
- radiators cleaned
- skirting boards cleaned
- doors cleaned
- kitchen tiles, cupboards and doors cleaned
- toilet doors cleaned
- toilet floor scrubbed
- interior of cupboards cleaned
- oven deep cleaned (annually)