

Welcome to Cropwell Butler Village Hall (VH)
Covid-19 Notice for Hirers, Users and VH Committee Members
HIRERS (AND ANY OTHER USERS) MUST

Supervise their clients in line with government advice and with guidance from the VH. The hirer is responsible for his or her clients

Provide all personal protective equipment, e.g. masks and personal gloves, for their own use

Ensure safe distancing throughout the hall and also adhere to the VH's maximum stipulated numbers for each room. Avoid congestion

Control the mass arrival and despatch of their clients. Apply one in/one out internal traffic flows where displayed

Observe controlled WC practice. Avoid multiple toilet room occupation

Use sanitiser and wipes as necessary. Minimise the touching of surfaces

Prevent observers/parents entering the premises at all

Try to keep all doors, internal and external, open while the hall is in use

Use only the furniture left out, wipe down after use with the wipes provided, and return to the area designated

Not access taped-off areas, notably the kitchen and rear dressing room except in emergency (emergency exit, first aid). The stage curtains to be kept closed

Keep a record of the names and contact details of their users for a minimum period of 21 days from last occupying the hall and inform Booking Secretary immediately after any positive tests

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The Village Hall Committee will provide

As far as is practicable safe conditions and a suitably clean environment in the hall during the Covid 19 epidemic

Guidance to all users, contractors and cleaners of the standards to be achieved and of their responsibilities in respect of Covid-19

The opportunity of liaising with hirers to agree comprehensive good practice during the period of lockdown

A surface cleaning regime of handles, switches, surfaces, toilets and floors on a basis to reflect the usage of the hall

Hand sanitiser in multiple places and wipes for use of hirers and users

Guidance for the maximum number of people in each room which must not be exceeded.

Rules for access to the building for users, visitors and parents when the hall is in use. There will be no waiting facilities within the hall

Guidance for the restriction of no-go areas (usually by tape) and for the use of chairs or tables

Notices posted in the hall for the guidance of users

A register of all hirers and users for a minimum of 21 days to satisfy any Test and Trace system that the government may impose.