

# MINSTERWORTH VILLAGE HALL

Registered Charity No: 255668

## Post 19<sup>th</sup> July COVID 19 GUIDANCE AND RECOMMENDATIONS

Date of Issue 16<sup>th</sup> August 2021

ON MONDAY 19<sup>TH</sup> JULY, THE UK GOVERNMENT RELAXED THE REGULATIONS PREVIOUSLY IN FORCE AND THE MAJORITY OF RESTRICTIONS HAVE BEEN LIFTED. MINSTERWORTH VILLAGE HALL (MVH) TRUSTEES CONSIDER THAT DUE TO THE PREVALENCE OF COVID VARIANTS, AND FOR THE BENEFIT OF ALL HALL USERS AND THE WIDER COMMUNITY, IT WOULD BE WISE TO CONTINUE TO OBSERVE CERTAIN AREAS OF THE PROTOCOLS SPECIFIED IN THE SPECIAL COVID TERMS AND CONDITIONS (DATED SEPTEMBER 2020) DOCUMENT. TO THIS END PLEASE FIND BELOW GUIDANCE AND RECOMMENDATIONS WHICH WE ADVISE ALL HIRERS TO READ PRIOR TO BOOKING THE HALL.

WE ARE NOT ASKING YOU TO SIGN AND ACCEPT THIS DOCUMENT (NOR THE SPECIAL COVID TERMS AND CONDITIONS DOCUMENT) AS A CONDITION OF HIRE, BUT HOPE YOU WILL SUPPORT US IN KEEPING BOTH YOUR EVENT, AND THE WIDER VILLAGE COMMUNITY SAFE AS WE NAVIGATE THE CURRENT SITUATION.

1. Hand sanitisers will remain in place at key points throughout the building, and would advise all visitors to use them on arrival, during and leaving the event
2. You should keep a register of all attendees at each event, recording minimum contact information (name and telephone number). Each register should be retained by the hirer for a minimum of 21 days from the date of each event. Alternatively users can scan the QR Code on the noticeboard in the main hall, and by the fire doors in the Legion Room using the NHS Track and Trace App.
3. While the premises are deep cleaned weekly, we will not be able to clean after every event. Please see SC3 of the Special Covid T & C's. Cleaning caddies are available in the kitchen and toilet area with blue paper rolls. We advise you to bring appropriate cleaning wipes to clean surfaces and furniture **BEFORE, DURING AND AFTER** your event.
4. You should ensure that everyone attending your event understands that they **MUST NOT DO SO** if they, or anyone in their household has had Covid-19 symptoms in the last 10 days, and that if they develop symptoms within 10 days of visiting MVH they **MUST** use the TEST, TRACK and TRACE system to alert others with whom they have made contact. They must also seek a Covid test. The register of attendees in **2 above** will be relevant in this case
5. We recommend you keep the premises well ventilated throughout your hire with doors and windows open as far as is convenient. You will be responsible for closing and securing all access points at the end of the event. Ensure door and window handles are sanitised.
6. Restrictions on hall capacity numbers have been lifted. Numbers can be checked on MVH website. You may want to refer to **SC6** for further guidance especially in consideration of the toilet use where slider VACANT/ENGAGED signs are still in place.

7. Face coverings are no longer a legal requirement. Whilst considered to be effective in containing air-borne virus particles, their use is very much now a personal choice.
8. We recommend you position furniture as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If using tables, consider arranging them in a wide U shape to minimise face to face contact.
9. You will be responsible for disposing of all waste created during your hire including tissues and cleaning cloths (blue roll) in the rubbish bags provided in the box under the sink in the kitchen. All kitchen equipment used must be washed in hot soapy water, or cleaned in the dishwasher. Please note WE DO NOT SUPPLY TEA TOWELS for drying.
10. MVH Trustees retain the right to close the Hall and cancel your event if government guidance changes, or if there are any safety concerns relating to Covid 19 reported. For example, if someone attending the hall develops symptoms and deep cleaning is required. If this is necessary, we will endeavour to inform you promptly and assist in rearranging your date. YOU WILL NOT BE CHARGED FOR THIS HIRE.
11. **In the event of someone becoming unwell with Covid 19 symptoms while at the hall, you should remove them to the designated safe area which is the kitchen, where they should remain until transferred home or to hospital using the external kitchen door. Provide a bowl of warm water and hand sanitiser for hand-washing and dispose of hand towels in a bag. Should you need to contact emergency services please inform that you are at:**

**MINSTERWORTH VILLAGE HALL  
MAIN ROAD (A48)  
MINSTERWORTH GL2 8JH**

Ensure you have contact details of all others attending the event as specified in **SC2**, then leave the building, observing the usual hand sanitising and social distance precautions, and advise them to launder clothes when they arrive home. Inform the Bookings Clerk immediately on 01452 750492. Report the incident to Track and Trace

**THESE RECOMMENDATIONS ARE ADVISED TO KEEP OUR HALL COVID 19 FREE AND TO PROTECT YOU THE USERS AND OUR WIDER VILLAGE COMMUNITY FROM CONTRACTING CORONA VIRUS. YOUR SUPPORT IS VERY MUCH APPRECIATED**

Thank-you

Minsterworth Village Hall Trustees