



HELP KEEP OUR HALL COVID-19 SECURE

1. **You must not enter if you or anyone in your household has COVID-19 symptoms**
2. **It is recommended you use the QR code to register or a manual register form if you do not have the app to help with NHS Test and Trace**
3. **If you develop COVID-19 symptoms** after visiting these premises, alert Test and Trace. Alert the Bookings Secretary on 01525 600 250 and alert the organiser of the activity you attended. Get a COVID-19 PCR test as soon as possible.
4. **Maintain social distancing as far as possible, avoid crowding and crowded areas**
5. **Use the hand sanitiser provided on entering and exiting the premises.** Clean your hands often. Soap and hand driers are provided.
6. **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
7. To protect yourself and those vulnerable attending, **Face coverings SHOULD be worn** if social distancing cannot be maintained due to crowded areas, close or prolonged contact.
8. **“Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
9. **Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We cannot clean all surfaces at the hall between each hire.
10. **Take turns to use confined spaces such as entry and exit areas, toilet areas, toilet corridor and the kitchen**
11. **Keep the hall well ventilated, leave doors and windows open as much as possible. Close doors and windows on leaving**
12. Remind all attendees, prior to and during your hire, to **maintain social distancing, wash hands regularly and protect others in crowded areas by wearing a face mask**
13. **Hirers MUST sanitise all touch points before and after use and deposit ALL litter and bin contents into the external bin provided** *[in the case of private hires, please take all rubbish home with you].*

This hall is cleaned by your hirer, before and after use Including all equipment needed/ used, touch points, kitchen, and toilet.