

The George Moore Community Centre

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, our ordinary conditions of hire.

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the Community Centre, as shown on the attached poster which is also displayed at the Community Centre entrances, in particular using the hand sanitiser supplied when entering and leaving the premises and after using tissues.

SC2:

You undertake to comply with the actions identified in the Community Centre's risk assessment, including the use of the one-way system, of which you have been provided with a copy. You also undertake to complete and supply your own risk assessment on behalf of your group for approval prior to hiring the facilities.

SC3:

You will provide additional hand sanitiser and tissues for the attendees at your session, as required. The premises will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including any chairs, tables, door handles, light switches, window catches, equipment, hand basins, toilet flushes and seats used) using your own ordinary domestic products.

Wipes **MUST NOT** be flushed down toilets – please use bins provided.
Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the NHS Test and Trace system to alert others with whom they have been in contact. They **MUST** seek a COVID-19 antigen test. You will produce a list of names of attendees for your session and submit this to the Assistant Clerk as soon as possible after your booking.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

In order that social distancing can be maintained, you will ensure that no more

than 10 people attend your activity/event in the Windrush Room, if seated meeting/boardroom style, or 15 people, if seated theatre-style. You will ensure that no more than 4 people attend your activity/event in the Salmonsbury Room. You will ensure that people attending do so in groups of no more than 6 (unless they are a "qualifying group") and that such groups do not mingle. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at one time.

SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of six people or fewer or 1m plus mitigation measures such as: people seating side by side, with at least one empty chair between each person or household group, rather than face to face, and good ventilation. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people from different households who are face to face.

SC9:

You **MUST** keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or a member of any group of up to 6 people who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the room entrance to register their attendance and by keeping a record of any who do not register using their smart phone app and the room's NHS QR poster or your own NHS QR poster. This record **MUST** be kept for a period of 3 weeks after the event and provided to NHS Track and trace if required, in accordance with The Health Protection (Coronavirus, Collection of Contact Details etc and Related Requirements) Regulations 2020.

SC10:

You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

SC11:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, by taking the bin liner(s) to the Grundon at the front of the building as you leave the premises.

SC12:

You will encourage users to bring their own refreshments if required.

SC13:

We will have the right to close the Community Centre if there are safety concerns relating to COVID-19, for example, if someone who has attended the premises develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC14:

You will either ask those attending to bring their own equipment and not to share it with other members or you will ensure that any equipment you provide is cleaned before and after use and before being stored in the Community Centre's cupboards.

SC15:

You must take steps to avoid people needing to unduly raise their voices to each other to avoid the risk of aerosol or droplet transmission, eg. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC16: EMERGENCY ISOLATION PROCEDURE

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Community Centre you should remove them to the designated safe area, which is the Café, where you will be provided with paper towels, tissues, a bin, hand soap and a bowl (to be filled with warm water for handwashing - from the hand basin in the disabled toilet next to the Side Entrance). Ask others in your group to provide contact details if you do not already have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Assistant Clerk on 07809 290669.

Date adopted: 4th July 2020

Date updated: 30th September 2020