

## 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 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:**

The premises will be cleaned before you arrive and you will be **encouraged** to clean any regularly used surfaces during your period of hire 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** seek a COVID-19 test.

#### **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 a degree of social distancing can be maintained, you will ensure that no more than 25 people attend your activity/event in the Windrush Room, no more 15 people attend your activity/event in the Café and that no more than 10 people attend your activity/event in the Salmonsbury Room. You will **encourage** social distancing by everyone attending as far as possible. You will **encourage** 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 compromising social distancing and that face coverings are used in their proximity.

**SC8:**

You are requested to position furniture or the arrangement of the room as far as possible to facilitate social distancing with 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 are advised to place them so as to maintain social distancing across the table between people from different households who are face to face, e.g. using a wide U-shape.

**SC9:**

You are requested to 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 or 2 households 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.

**SC10:**

You will encourage all those attending your activity to wear a face covering when using confined areas such as toilets and corridors for the safety of others.

**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 and if possible should be consumed while seated.

**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 encourage 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 will 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 Main Reception Area, 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: 4<sup>th</sup> July 2020

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