

MERE TOWN COUNCIL – COVID-19 Special Conditions of Use for Andy Young Pavilion

In addition to complying with your own Risk Assessment, you are required to appoint someone who will be responsible for ensuring those attending your activity or event comply with COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster, which is also displayed at the hall entrance. As the responsible person for your group/activity, you will need to arrive before the group/activity in order to comply with conditions below.

1. 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 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

2. You will be responsible for cleaning of surfaces during your usage, paying particular attention to:

Tables & chairs	door handles & window catches	light switches
equipment	hand basins and taps	toilet handles and seats

and, if used:

kettle	crockery & cutlery	kitchen sink & taps
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using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving. Please take care cleaning electrical equipment. Use cloths - do not spray!

3. You will ensure that no more than 14 people are in the building at any one time, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, and as far as possible 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 the ladies, gents or disabled toilets at one time.

4. 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.
5. You will position furniture or the arrangement of the room 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 tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.
6. You will encourage users to bring their own drinks and food but if this is not possible you will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.
7. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in each of the toilets, the main hall and the kitchen before you leave the pavilion.
8. We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall 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.
9. The Town Council needs to be able to contact everyone who has entered the building within a certain timescale. All users will be responsible for keeping their own records for contact details of all attendees + any spectators who may have entered the building on certain dates and for keeping those records for a period of 21 days.
10. In the event of someone becoming unwell with suspected COVID-19 symptoms please see guidelines below.

Procedures if someone becomes unwell with COVID-19

A space should be designated into which anyone will be moved who becomes unwell at the hall with suspected COVID-19 symptoms until transport home or to hospital is available. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not 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. The Test, Track and Trace service should be informed. Please also inform the Town Clerk on 01747 860701 or if out of office hours please call the Chairman, Mr. Clive Hazzard, on 07779763955. Tissues and paper towels should be disposed of into a plastic bag, which is sealed and placed in a secure place for 72 hours before being disposed of into the general rubbish collection.

The Town Council will then be required to close the premises for 72 hours and arrange for a decontamination clean to be carried out in accordance with PHE guidance.

MERE TOWN COUNCIL – USE OF ANDY YOUNG PAVILION

HELP KEEP THIS HALL COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert the Clerk to the Town Council on 01747 860701 and alert the organiser of the activity you attended.
- 3. Maintain current regulatory social distancing guidelines as far as possible.**
- 4. Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
- 5. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 6. “Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
- 7. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We clean the premises regularly but cannot clean all surfaces at the hall between each hire.
- 8. Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- 9. Keep the hall well ventilated. Close doors and windows on leaving.**
- 10. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces when you leave and have confirmed that this has been done in the cleaning schedule folder provided.**

Mere Town Council