

HARBOROUGH MAGNA VILLAGE HALL

COVID - 19 Advice for Hirers

Hirers are requested to read this advice and to follow the instructions given to provide a safe environment for all users of the village hall.

Notices promoting infection control are placed throughout the building.

Advisory social distancing indicators placed 2m apart are provided on pathways and inside the building.

Food is not allowed in the building while COVID-19 restrictions are in place.

Adequate stocks of soap and hand sanitiser solution are available on the premises. Hirers are advised to ensure that anyone attending their event makes use of them.

Bins are provided for any disposable tissues or other items that might carry the virus.

Social distancing and the wearing of face-masks **MUST** be observed in line with Public Health England, NHS and World Health Organisation advice.

Hirers are asked to:

- 1. Enter the building through the main entrance.**
2. On entering the building, use the disinfectant spray and a cloth to wipe down any surfaces they are likely to use (excepting the floor).
3. Using a disinfectant cloth wipe all switches and door handles to be used.
4. Provide appropriate guidance and advice to anyone over the age of 70 attending the event.
- 5. Switch on the ventilation system which changes the air in the hall every twenty minutes**
- 6. Ensure that people attending the activity do not gather in a group of more than six.**
- 7. When leaving the building all attendees should exit via the emergency exit door at the rear of the hall effectively making a one-way route through the hall.**
8. As the hirer leaves the building, use disinfectant spray and cloths to wipe down any surfaces that have been used (excepting the floor).
9. Dispose of all cloths and tissues in the bins provided outside the building along with any other disposable items.
10. Keep the contact details (telephone number or email address) of anyone entering the building to attend an event, in order that they can be contacted should any cases of COVID-19 be reported by any users of the village hall in the previous 72 hours.

11. If a hirer becomes aware within 72 hours of holding an event that any of those attending show symptoms of coronavirus they should notify the HMOVH bookings secretary immediately.
12. Ensure the ventilation and air conditioning systems are switched off when they leave the building.