



## **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 dial 119. Alert the hall Management on 07494 555125 and alert the organiser of the activity you attended.
- 3. Maintain 2 metres social distancing as far as possible:** and observe the one-way system marked.
- 4. Use the hand sanitiser provided** on entering the premises. Clean your hands often.
- 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/bins provided. Then wash your hands.
- 7. Check the hall cleaner/organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We do our best to 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. Do not travel to the hall from a restricted area.**
- 11. Everyone over 11 must wear a face covering in the hall.**

## **Special Conditions of Hire during COVID-19**

### **To all hirers**

**Thank you for hiring our hall. The Ystradowen Community and Sports Association (YCSA) Committee have been working together to provide a clean and safe environment, while following the Welsh Government Guidelines.**

**Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.**

**1**

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 hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering and leaving the hall.

**2**

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

**3**

The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products.

Please take care cleaning electrical equipment. Use cloths - do not spray!

**4**

You must take contact details of all members who attend your group and keep them for a period of 3 weeks after the event.

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.

**5**

You will decide whether or not people in your group wear face coverings.

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.

**6**

You will ensure that no more than 25 people attend your activity/event in the Main Hall, 13 in Annex 1 and 6 people in the Meeting room or Annex 2, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, takes note of the signage, observes the one-way system within 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 toilets at one time.

**7**

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, kitchen 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.

**8**

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.

**9**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, taking all rubbish away with you when you leave the hall.

**10**

**Please Do Not Use Hall Crockery and Cutlery.** You will encourage users to bring their own drinks and food.

**11**

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 and you will not be charged for this hire.

**12**

You will ensure that no participant of your activity travels here from an area under COVID-19 restrictions.

**13**

You will ensure that every member of your group over 11 wears a facemask indoors.

**14**

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is the adjoining Meeting Room (Annex 2).

Hirer provides tissues and a bin or plastic bag, and a bowl of warm soapy water for hand-washing. 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. Inform the hall booking phone immediately on 07494 555125