

Long Itchington Community Centre

Maintaining a COVID-19 secure facility: Instructions to hirers

GENERAL INFORMATION

1. **The school hall is not currently available to hire**
2. **The kitchen is closed.**
3. **The toilet at the back of the Community Room is the only toilet to be used**, with access to the disabled toilet restricted to disabled users. The Ladies' and Gents' toilets are not to be used, UNLESS BY PRIOR ARRANGMENT. (NB If the Community Room Toilet is closed for any reason all users may access the disabled toilet.)
4. **Bookings slots will be restricted to allow enough time for appropriate cleaning between hirings to take place**
5. **When booking, the hirer must have an absolute understanding of who will attend in advance. Events cannot accommodate casual attendees.**

NUMBERS AND ACCESS

6. **Maximum numbers: meetings**
The Community Room can safely accommodate a **maximum of 20 people seated** at a distance of 1 metre facing the screen plus a maximum of 3 speakers facing away from the screen and 1 metre from the audience. Please ensure attendees maintain social distancing whilst taking their seats
7. **Maximum numbers: low impact exercise classes (mat-based)**
A maximum of 8 people at a distance of 1.5 metres plus the instructor.
8. **Entry to the Community Room will be by the fire exit – NOT the foyer.** Hirers should wait to be let in by the caretaker and attendees should queue appropriately
9. **Hirers should ensure that they have contact details for all attendees** in the event of a case of Coronavirus.
10. **Hirers should manage entry to and exit from the building** in such a way that social distancing is maintained

SAFETY PROCEDURES WITHIN THE BUILDING

11. **Windows should be opened during the activity** to ensure good ventilation
12. **Hand sanitiser is provided at each entry point and should be used by all users.**

13. **Face coverings should be worn** (covering nose **and** mouth).
14. **Paper towels and anti-bacterial spray is provided** to clean tables. the hard surfaces of chairs and all touch points (door handles, light switches, heating thermostat, window handles etc) **and should be used before and after your event**
15. **Used paper towels and tissues should be disposed of into one of the bins provided.**
16. **Hirers are responsible for communicating instructions for users to their group.**

