

# St. Peter's Church, Hersham

ATTRACTING, ENGAGING, INVOLVING

## HELP KEEP THIS HALL COVID-19 SECURE

**Special Conditions of Hire during COVID - 19. These conditions are supplemental to, not a replacement for, St Peter's Church hall's ordinary conditions of hire.**

**SC1:** You, the hirer, will be responsible for ensuring that those attending your activity or event comply with the COVID-19 secure Guidelines while entering and occupying the hall, in particular using the hand sanitisers supplied when entering the hall.

**SC2:** You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

**SC3:** You **will be responsible for cleaning** door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to have been used during your period of hire and to keep the premises clean, with cleaning/wiping of surfaces (excluding the hall floor) during your hire. 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 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, and inform the Parish Office per SC 15 below.

**SC5:** In the Covid-19 guidance for use of multi-purpose community facilities dated 31<sup>st</sup> July 2020 the Government's requirement is that everyone must wear a facemask when indoors and this is compulsory for all attendees over the age of 11. Face visors are no longer found to be adequate and are not permitted for use. Face coverings can be removed if users are undertaking exercise or an activity where it would negatively impact their ability to do so. Everyone will be expected to wear a mask entering and leaving the church hall but they can take it off for the duration of their exercise after which it must be replaced. Hirer's must obtain a non-contact forehead infra-red thermometer and each attendee have their temperature taken. Anyone with a temperature over 37.5 degrees centigrade must be turned away.

**SC6:** You will **keep the premises well ventilated throughout your hire**, with windows and doors open as far as convenient, weather permitting. You will be responsible for ensuring they are all securely closed on leaving.

**SC7:** You will **ensure that the number of people who attend your class/session will enable social distancing to be maintained**. We have fixed this at a maximum of 25 attendee's based on the hall dimensions and applying social distancing of 2 metres. You must appoint a Social Distancing Champion for each class in your hiring session who will ensure that everyone attending maintains social distancing during classes; that attendees while waiting to enter the hall, observe required entrance procedures of queuing along the flower beds beside the hall after entering by the far gate nearest the church; attendees thoroughly gel their hands from the gel dispenser provided; when in the hall for their class, attendees exercise social distancing; and attendees, as far as possible, when using more confined areas e.g. moving and stowing equipment, their actions should be kept as brief as possible.

Absolutely no performances will be allowed other than for attendees to participate in. No one will be permitted to spectate.

**SC8:** Attendees and others should exit the hall through the double doors at the side of the hall, and then through the double iron gates. With those entering filed along the front of the hall, this will minimise any contact between classes. It is also a requirement that there is at least a 10-minute interval between classes, to avoid any class attendees mingling or congregating unnecessarily.

**SC9:** The timing between different hirers has been programmed so that there is at least a 20-minute gap between each, but this does not stop any hirer entering the Hall 20 minutes before their session to set up their equipment. They must not inhibit the previous Hirer/Supervisor from carrying out their Covid-19 cleaning requirements.

**SC10:** Other than heavy equipment like the ballet bars and table tennis tables equipment cannot be stored in the hall and must be taken away after each session. This equipment must be thoroughly wiped down with sanitizing cloths provided by the hirer at the end of each session.

**SC11:** You will record names, telephone numbers of all persons (attendees, Champions, Class Supervisors/teachers) and others, for each class/session and hold these records for 21 days as required by the Test, Track and Trace obligations laid down by the Governments Covid-19 regulations.

**SC12:** The Alcove in front of the Kitchen can be used for attendees to put their coats and drinks. You should position tables to hold any equipment in this area.

**SC13:** The Kitchen must not be used by anyone. Your attendees should bring their own drinks.

Only one individual or family bubble may access the toilets and the toilet used must then have the items likely to be touched cleaned down with a sanitized wipe. This will include door handles and surrounds, taps, toilet door latches, toilet flush handles, etc.

Hirers will ensure any equipment or props they have used are properly wiped down with their own sanitizing wipes together with door handles, tables etc. at the end of each session. Any wipes or tissues must be placed in the lined bins provided.

**SC14:** You will dispose of the sanitizing tissues/wipes or cleaning cloths, into the lined pedal operated rubbish bins provided. These will be emptied by the Church Cleaners to refuse bins outside the hall.

**SC15: St Peter's church 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 may not be charged for this hire.

**SC16: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should assist them to return home (or to some other safe area) as quickly as possible.** Ask others in your classes/session to then leave the premises, observing the social distancing precautions, and advise them to launder their clothes when they arrive home. You must inform the hall manager on **01932 253452** or [theoffice@stpetershersham.com](mailto:theoffice@stpetershersham.com) as soon as possible.

Those who attended classes or sessions, including hirers and instructors etc., with this person shall not attend future classes/sessions until their Quarantine period has passed, or their test is negative.

**SC17:** After cleaning down all items likely to have been touched, Hirer or their Supervisors/Champions should close all windows and doors. They should be locked on finishing sessions, should the next Hirer not be in attendance.