

## Old Boys School COVID-19 Guidelines for Hirers

Although government restrictions have been lifted, the dangers from covid are still present.

We therefore still need to keep the Old Boys School a safe place for people to use.

These guidelines are to help you with your responsibility to keep the building COVID19 secure. You, the hirer, will be responsible for ensuring those attending your activity or event comply with these COVID-19 secure guidelines. We the Old Boys Management Committee aim to help you as far as possible to to achieve this.

All hirers must be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins, kitchen sinks (if used) and all surfaces likely to be used during your period of hire, both before other members of your group or organisation arrive, and after they leave, and also to keep the premises clean through regular cleaning of surfaces during your hire. We ask you to do this as a courtesy to other users as well as your group.

You may use either the products supplied or your own ordinary domestic products. Cleaning products and equipment will be kept in the locked cupboard in the store room. The key is hung at the top right corner of the table store door frame. Electrical fittings should be wiped not sprayed. Remember to sanitise after using the key safe. The hall will be vacant for a period between bookings to allow hirers to clean. No charge will be made for this time.

Please 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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.

Face coverings are no longer mandatory, but they provide an effective barrier to infection if worn by all participants. It is advisable that all those over 11 years old attending your activity to wear a face covering whenever possible.

Please keep the premises well ventilated throughout your hire. The windows do not open but doors should be hooked open as far as convenient and safe. You will be responsible for ensuring they are all securely closed on leaving. It may be necessary to block off the outside doors if left open, to prevent young children from wandering out of the building.

Please ensure that no more than 30 people attend your activity/event, in order that social distancing can be maintained. Do not allow the kitchen, toilet area or store room to become overcrowded.

If people are entering and leaving the building at the same time please adopt a one way system using the disabled access as an exit. If not already open for ventilation, hook doors open as users enter and leave the building.

If furniture is used try to arrange it as far as possible to facilitate social distancing and avoiding face to face seating.

Please ask all those who attend to use the NHS QR code and please keep a record of their name and contact telephone number or email for a period of 3 weeks after the session, and provide it to NHS Track and trace if required.

You will be responsible for the disposal of all rubbish created during your hire. Please use the rubbish bags provided and place them in the rubbish bin in the car park. If the rubbish bin is locked there will be a key with the cleaning cupboard keys.

It is recommended that, if needed you encourage users to bring their own drinks and food. If the kitchen is used you must ensure that all crockery and cutlery is washed in hot soapy water, dried and stowed away. Please bring your own clean tea towels, and take them away. Washing up liquid and washing up cloths will be provided.

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 kitchen. Provide tissues and a bin or plastic bag, and show them the designated sink 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 management on 07756650010 or 07931591066 (These numbers are only given for this purpose). These instructions are displayed on the internal notice board.

In order to avoid risk of aerosol or droplet transmission try to keep the building as quiet as possible, to avoid people needing to raise their voices.

If the Old Boys School has to close for reasons related to COVID-19, the management will refund your hire fees but cannot be liable for other expenses incurred by the you, the hirer or your clients.

I have kept a copy of these guidelines and agree to abide by them.

Hirer's signature

Organisation

Date