



Following government instruction Southrepps Village Hall closed in March 2020 to assist in reducing the spread of Covid-19. As of June 2020, restrictions in England have started to be eased. It has been announced as part of these easements that community buildings including village halls, may reopen from Saturday 4th July 2020

This policy has been written to prepare Southrepps Village Hall for reopening from the 4th July 2020 and to promote a safe environment for people to visit.

Government guidance states 'Premises such as activity clubs, community centres and youth clubs can reopen, and will need to follow COVID-19 Secure guidelines. You should only attend these in groups of up to two households (your support bubble counts as one household). We recognise that you may know other people in these venues but you should try to limit your social interaction to your own household or one other, to help to control the virus'. It also dictates that 'Large wedding receptions or parties should of course not be taking place'.

In line with Government rules, Southrepps Village Hall will be open as a community asset from the 4th July 2020 and will have limited availability for activity clubs/groups and meetings to take place. Birthday parties, wedding receptions, discos and similar **will not** be held in the hall until Government directive allows. The final decision of whether a booking can go ahead will be at the discretion of Southrepps Village Hall Management Committee.

All details in this policy should be adhered to, however, subsequent government advice that becomes available will supersede details of this policy and take precedence. The opening of Southrepps Village Hall will be gradual and cautious. All users of the Village Hall are reminded they do so at their own risk and they maintain responsibility for their own health and safety.

All hall users will be expected to adhere to the below guidance to make their visit to Southrepps Village Hall as safe as possible. As such this policy will be brought to the attention of all people booking the hall until we are in a position for the hall to open without the need for restriction.

Village Hall Use

- Village Hall bookings will be limited to a maximum of 2 bookings per week. A 72-hour period between bookings will be enforced wherever possible, this is to encourage natural decontamination of surfaces within the hall
- All hall users should respect and maintain a 2 metre distance between themselves and other users wherever possible
- The maximum capacity of the hall will be limited to 25 people at any one time
- To assist with distancing the Village Hall Committee will place a 2 metre length of tape at the entrance to the hall to exemplify the distance
- Signage will be placed within the hall reminding users to socially distance

Kitchen Use

- Due to its smaller size a maximum of 3 people should be in the kitchen area at any one time
- Users in the kitchen should continue to maintain a 2 metre distance from each other wherever possible
- Use of the dishwasher is recommended and use of hand/tea towels is discouraged

Toilets

- Due to the small size of both the female and male toilets only one person should enter the toilets at any one time
- Those waiting to use the toilets should wait outside in the main corridor. Tape on the floor will demonstrate an appropriate distance to wait
- The disabled toilet is separate and only allows one person to enter (unless assistance from a carer/helper is required)
- Signage within the toilets will be installed reminding users to wash their hands thoroughly

Corridor

- The corridor is narrow compared with the size of the hall. Users are advised to walk on the left hand side of the corridor to maintain a suitable distance if another person is walking in the opposite direction
- If individuals are waiting in the corridor for the toilets, those using the corridor to enter or leave the hall will need to use common sense and distance themselves from these individuals. This may mean waiting in the main hall/outside the hall to allow others to pass through if space is limited

Meeting Room/Store Cupboard

- Due to their compact size and to reduce cleaning requirements, hall users are asked not to enter these rooms unless necessary (i.e. to retrieve a broom/mop). Signage will be installed to denote rooms that should not be entered

Hygiene

- Hall users are recommended to wash their hands regularly and especially after using the toilet, coughing, sneezing etc.
- Signage encouraging hand washing will be placed in toilets and kitchen areas.
- There are limited washbasins available within the hall, as such hand sanitizer will be made available to hall users. Users should use hand sanitizer when proper facilities are not accessible (it is also recommended to use sanitizer after leaving the toilet, having washed hands thoroughly).
- Hand sanitizer will be available next to the main entrance/exit, in the corridor and at the main hall doors
- Disinfectant spray and tissue or disinfectant wipes will be available in the kitchen and should be used to wipe down kitchen surfaces.

- Disinfectant spray and tissue or disinfectant wipes will be available in the main hall and all tables and chairs should be wiped down prior to being returned to their storage position. This ensures they are available and safe for the next user.
- Only a responsible adult should use the disinfectant supplied
- Signage will be installed to remind users to wipe surfaces, tables and chairs
- Hall users are advised to follow government advice and 'catch' any coughs and sneezes in a tissue. Extra bins will be placed throughout the hall to ensure and encourage correct disposal of tissues and disinfectant wipes

Doors and Windows

- Users are recommended (weather permitting) to open all available windows and doors when the hall is in use and weather permits to improve ventilation within the hall
- Users are responsible for ensuring all windows and doors are closed and secured prior to leaving the hall
- It is recommended (weather permitting) that the two main doors of the building are left open when the hall is in use. This will assist with ventilation, prevent the handles being regularly used and encourage users to walk only on the left-hand side of the corridor
- Hall users may consider operating their own one way system with the hall utilising the patio doors in the main hall as an alternative exit/entrance point.
- Consideration should be given to keeping interior doors open to prevent contamination of handles, however this will not always be possible (i.e. doors to the toilets)

Cleaning

- We continue to ask hall users to leave the hall in the condition they found it and remove the waste when they leave.
- Bins are provided in the toilets and extra bins will be placed in the hall, these are intended for the disposal of hand towels, used tissues and disinfectant wipes - not for general waste. Any general waste (i.e. food waste, craft materials etc.) need to be removed by the hall user.
- The hall bins and toilet bins will be emptied by the hall cleaner following each event at the hall
- Cleaning of the hall will be increased to take place following each use of the hall
- Special attention shall be given to areas of high use, including door handles, sanitizer pumps, taps, toilet flushers, draw handles etc.
- Hall users are asked to use the disinfectant spray and tissue supplied to clean tables, chairs and surfaces (worktops, handles, taps etc.) after use

Personal Protective Equipment (PPE)

- Hall users are recommended to follow government advice regarding the PPE they use
- If hall users wish to wear disposable gloves they are reminded these need to be changed regularly to ensure they are effective (i.e. if you enter the main hall wearing gloves and then enter the kitchen you should change your gloves to prevent cross-contamination). It is preferable for hall users to wash their hands regularly and/or use the sanitizer stations
- Hall users will be expected to provide their own PPE if they choose to/are directed by government to wear it