**St Laurence Church Hall**

**Special Conditions for all User Groups during Covid-19 Pandemic**

**As from August 2021**

**SC1: User Groups must 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 should use the Test, Track and Trace system to alert others with whom they have been in contact.**

**SC2: Each User Group will be responsible for encouraging those attending their activity or event to continue to use hand sanitiser and washing hands regularly, and be sensitive on the issue of social distancing and wearing face coverings**.

**SC3: You should comply with the actions identified in the risk assessments of both the Church Hall and your Group.**

**SC4: You will be responsible for cleaning door handles, light switches, and all surfaces used frequently during your period of hire, on leaving. You are required to sign the form relating to your group to confirm that you have cleaned. You may use the products stored under the sink. Take extra care cleaning electrical equipment. Use cloths - do not spray! You will be required to sweep and clean the floor if your activity has made it dirty.**

**SC5: You should keep the premises well ventilated, with the doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.**

**SC6: You should make sure that you limit the numbers of people attending in line with your own group’s risk assessment and any prevailing advice from relevant bodies**

**SC7: You should take particular care to ensure social distancing is respected for any persons likely to be more vulnerable to COVID-19.**

**SC8: You should make sure that any chairs and tables are positioned to respect social distancing.**

**SC9: You should keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and Trace if required. Encourage people to use the QR code (People are not obliged to provide details).**

**SC10: You will be responsible for the disposal of all rubbish, including tissues. Please put all rubbish into a plastic bag and dispose of in the black wheelie bin in the car park. Do not leave in the kitchen.**

**SC11: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should follow the full Procedure if someone becomes unwell with suspected COVID-19’.**

**SC12: For physical activities such as sports, exercise or performing arts, guidelines from any relevant governing bodies should also be followed.**

**NB. IF SERVING REFRESHMENTS:-**

**SC13: If using the kitchen to serve refreshments, surfaces must be cleaned before and after use. Particular care is to be taken to ensure crockery and cutlery is left clean and put away. Bring your own tea towels.**

**SC14: Those serving refreshments must wear face coverings and observe rigorous hand washing.**

**SC14: Where refreshments are being served tables being used in the hall must be sanitised before and after use.**

**The Parochial Church Council retains 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 deep cleaning is required, or if it is reported that the Special Conditions above are not being complied with, or in the event that public buildings are required by government guidelines to close again.**

***See below contact details of those who must be notified:***

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