

All hall users must adhere to the regulations set down in the Coronavirus Act 2020 and the accompanying Welsh Government guidance. Please remember that your Health and Safety in the Hall is our concern but your responsibility.

All hirers of the Hall will read and accept the requirements within this Covid Guidance for Hall Users and sign to confirm that they do so. This guidance will be under continuous review and will be updated in line with changes to legislation or advice.

Group leaders are also required to draw up their own risk assessment following advice from their professional bodies (where available that conforms to the legislation and guidance from the Welsh Government, to ensure safeguarding of participants as well as of themselves. Group leaders will sign to declare that they have a Risk Assessment in place for running their particular activity in the Hall.

Contractors only to be brought into the building as an absolute necessity and only when there are no user groups in the building. They will be asked to read this Covid Guidance for Hall Users and sign that they have done so and will adhere to it.

Hall users, group leaders, contractors, volunteers, committee members and all other people entering the building must adhere to the Hall's Covid-19 safe opening guidelines set out here:

#### Permitted activities:

1. Organised activities with a Group Leader/Responsible Person and appropriate Risk Assessment in place, are permitted.
2. Unorganised activities, such as children's parties, adult parties and other social events, are not currently permitted.

#### Authorised persons:

3. The Hall can only be entered by people that do not have Covid-19 symptoms themselves and no member of their household has symptoms either. Users that have recovered from Covid-19 can use the hall provided that all members of their household have completed the required isolation period.

#### Physical distancing:

4. Adhere to 2m physical distancing indicated by floor markings throughout the building.
5. The maximum number of people permitted in each room to be determined by the responsible person/group leader, using the floor plans showing safe capacity of the room, for assistance.
6. Adhere to one-way systems; illustrated in the annotated plan of the village hall.
7. No queuing/waiting in foyer areas.
8. Entrance and exit doors to be kept locked during sessions to prevent other people entering the building.
9. A minimum of 15-minute gap to be maintained between sessions in each room.
10. Rooms must be vacated promptly.
11. Activities involving children: Parents to drop children off at the appropriate entrance door to be met by group leader who will release them to parents at the end of the session.
12. Face coverings must be worn whilst moving about the building and when 2m social distancing cannot be maintained.

#### Hygiene:

13. Please assume that all surfaces are potentially contaminated, therefore regularly clean or sanitise your hands.
14. Please bring your own sanitising gel.
15. Personal waste/rubbish to be taken home by the user.
16. The only toilets available will be the main disabled toilet and toilet in the Gallery area, both of which will be for emergency use only. The other toilets will be locked. Group leaders to make sure their group participants are aware of this.
17. No personal items can be left in the hall.
18. Face coverings are advised.

19. Door handles, switches and other surfaces, which may have been touched, to be wiped down with disinfectant at the end of each activity/class. Group leaders to sign when these actions have been carried out and a record kept.
20. Contractors are responsible for their own 'PPE' which will be relevant to the task they are undertaking. This will be the same for any deliveries to the Hall.

#### Ventilation:

21. Windows and doors to be opened during activities, at the discretion of the group leader, to maximise ventilation in the room.
22. Air conditioning is **not** to be used.
23. Doors and windows to be opened between sessions for 15 minutes to allow clean air to circulate.

#### Facilities:

24. The main kitchen will be locked, so please bring your own refreshments, including water. Group leaders to make sure their group participants are aware of this.
25. Gallery and meeting room users to bring their own cups/mugs and supplies if refreshments are required. No cutlery or crockery will be available.
26. Chairs in the Gallery or Main Hall to be booked in advance, if required.
27. Chairs cannot be re-used within 72 hours.

#### Track and Trace:

28. Group leaders and any person, other than those attending an organised activity, to record their name, contact details, purpose for entering and date and time of entering the building. This data will be held for 21 days and then destroyed.
29. Group leaders will keep a record of participants with their contact details for each session.
30. Group leaders to notify the village hall committee if a hall user has been tested positive for Coronavirus.
31. If any hall user, volunteer, contractor or other person who has entered the village hall, is known to have tested positive for Coronavirus, the building will be closed immediately and kept closed with no access to any person for 72 hours.