

STUDLAND VILLAGE HALL

COVID-19 CHECKLIST FOR HIRERS

- Be watchful for anyone with symptoms or who otherwise should not be in Hall
- Maintain Social Distancing between separate households
 - 1m = 2 chair widths, or 1½ table widths or a small table length
 - 2m = 4 chair widths or a large table length
 - Be extra careful at pinch points and when moving about (one-way system recommended; eg “all move clockwise”)
 - Manage arrivals and departures
 - Prop open doors to avoid unnecessary touching of door handles
 - Standing and sitting side by side is better than face to face
 - More people in Hall = More care required → Keep to 2m if numbers permit Careful management and personal awareness needed at 1m+
 - Discuss arrangements with Booking Secretary if more than 30 people will be present
- Face coverings to be worn (with exceptions)
- No more than 2 gents and 2 ladies in the toilets at the same time
- Maintain Hygiene:
 - Encourage Hand Washing (especially after coughing, sneezing or blowing nose)
 - Use Hand Sanitisers
 - Remind people of Cough and Sneeze Etiquette
 - Remind people to avoid touching their face, nose or eyes
 - Bag up used tissues and take home
 - Use face masks when preparing food/drink and when serving older or otherwise vulnerable people
 - Bring and use your own tea towels if washing up; wash up with hot water and washing up liquid, or use dishwasher
- Clean your own Equipment before and after use
- Clean commonly touched parts of the Hall before and after use
 - Wipe electrical equipment, don't spray
- Use “Clean” tables and chairs and put the used ones in the “Used” area at end
- Have breaks and ventilate the Hall
Open windows and roof lights to help ventilation (close up at end)
- Keep record of attendees to assist with Track and Trace (unless they check in using the NHS covid app and our QR code
Destroy after three weeks (Data Protection)
- **Inform Booking Secretary immediately if anyone displays symptoms at the session or within seven days afterwards**