

## **Thomas Hughes Memorial Hall – LATEST temporary arrangements during COVID-19 emergency – September 1<sup>st</sup> 2020**

The Hall Management Committee met on 26<sup>th</sup> August 2020 and these notes update decisions made on 6<sup>th</sup> July. These are temporary arrangements that will be reviewed in relation to any changes in Government rules and recommendations.

1. The main hall is now available for more than one hire per day, provided decontamination can be arranged by the hall committee between bookings.
2. Until the end of the year, bookings can only be made directly with Geoff Rumble. Contact details are geoff.rumble@btinternet.com or phone 01367 820036. Uffington Stores will be informed of all agreed bookings and payments will continue to be handled by the Stores.
3. A Hirer is required to carry out a risk assessment of their proposed use of the building. A sample Risk Assessment will be provided with the blank booking form.
4. Availability of the building will be limited to the main hall, the kitchen, toilets and where organisations have material stored, access to the storage area to the side of the foyer. The kitchen can only be used by prior arrangement when booking. If upholstered chairs are required, these must be ordered when booking and will be provided in the main hall. They must be left in the hall after the booking to allow them to be isolated for 72 hours. Any tables used by a hirer must also be left in the hall to ensure they are decontaminated before put back under the stage. 29 plastic chairs are also available. If these are required, they must also be left in the main hall for decontamination.
5. A maximum of 30 people is currently allowed in the building for meetings as per Government guidelines. The maximum number for all physical activities is 15.
6. Access to the three toilet areas (ladies, gents, disabled) is limited to “one at a time” and reversible engaged/vacant signs are on the doors to show if a room is free.
7. The hirer must create and hold a list of all persons attending their function, with contact details (phone, email and/or address) in case “Track and Trace” is required as a result of a case of COVID-19 being linked to the hire. This list must be retained for 21 days.
8. The hall provides a hand gel dispenser in the foyer but the hirer must provide cleaning materials to wipe hard surfaces (door handles, work surfaces, tables etc) that are touched when entering and leaving the building and during the hire. Curtains are not to be touched. Soft fabrics brought into the building (e.g. coats) must be kept with the owner.
9. The hirer will be charged at the existing Large Hall hire rate for their hire and is allowed an extra 30 minutes without charge at the beginning and end of the hire to carry out cleaning. There is no charge for extra decontamination work that is arranged and paid for by the hall management committee between each booking.
10. The hirer must control and ensure safe distancing is carried out by all members of their group. This should be based on 2 metres for meetings and 9 square metres for physical activities. Pinch points such as the entrance to the foyer and into the main hall must be managed by the hirer.
11. Good ventilation is important to reduce the risk from air-borne covid contamination. It is recommended to open windows in the hall and this is essential when using the warm air heating system, which recirculates some of the heated air.