

ATC- EPCC

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the centre's ordinary conditions of hire.

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the centre, as shown on the attached poster which is also displayed at the centre entrance, in particular using the hand sanitiser supplied when entering the centre.

SC2:

You undertake to comply with the actions identified in the centre's risk assessment, of which you have been provided with a copy.

SC3:

If you are the first user group of the day, the centre will be cleaned before your arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including door handles including fire exit door push bars, door edges, light switches, shutter switches and handles, door blind handles, chair arms, handrails, tabletops, devices, toilet handles and seats, sinks/basins and equipment such as toys etc.) using your own ordinary domestic products.

OR: If you are the second or later user group of the day, you will be responsible for cleaning all touch points such as door handles including fire exit door push bars, door edges, light switches, shutter switches and handles, door blind handles, chair arms, handrails, tabletops, devices, toilet handles and seats, sinks/basins and equipment such as toys etc. and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4:

You will 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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They must seek a COVID-19 antigen test. They **MUST** also notify the Town Council on 01789 766084 or email clerk@alcester-tc.gov.uk.

SC5:

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

SC6:

You will ensure that no more than 30 people attend your activity/event in the Hertford Room and 25 in the Depot, in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 (unless they are a "qualifying group") and that such groups do not mingle. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than one person use each suite of toilets at one time (unless a carer is also required to attend).

SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of six or less people or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, face coverings and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

SC9:

Either: You **MUST** register for an official NHS QR code and display a NHS QR poster at the entrance to the centre before the start of your hire **and** keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or a member of any group of up to 6 people who attend together, with the number of people in that group who cannot be more than 6) who do not use the NHS QR code. This record **MUST** be kept for a period of 3 weeks after the event and provided to NHS Track and trace if required, in accordance with The Health Protection (Coronavirus, Collection of Contact Details etc and Related Requirements) Regulations 2020.

28/09/2020

Or: You **MUST** keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or a member of any group of up to 6 people who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the centre or The Depot entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster or your own NHS QR poster.

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, putting the rubbish bags in the bins in the car park. You will be responsible for replacing bin liners for use by the next group. These are located in the main foyer or under the sink in the Depot.

SC11:

You will encourage users to bring their own drinks and food where required.

OR if the kitchen is re-opened you will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

SC12:

We will have the right to close the centre if there are safety concerns relating to COVID-19, for example, if someone who has attended the centre develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC13:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the centre you should remove them to the designated safe area which is the Wellbeing Room in the foyer if you are using the Hertford Room. There is a Covid19 First Aid kit available in the cupboard in the Wellbeing Room together with a dedicated plastic chair for the ill person to use. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home **You must inform the Town Council on 01789 766084 or email clerk@alcester-tc.gov.uk as soon as possible.**

SC14: When government guidance allows, for events with more than 30 people you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent

large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

SC15: In order to avoid risk of aerosol or droplet infection, you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC16: Where a group uses their own equipment, you will need to ask those attending to bring their own equipment and not share it with other members.

SC17: All those attending your activity must wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.