

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 poster displayed at the centre entrance, in particular using the hand sanitiser supplied when entering the centre and after using tissues.

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 seek a COVID-19 test.

SC5:

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

SC6:

You will encourage social distancing between individuals or groups by everyone attending as far as possible, observe the one-way system within the premises, and observe 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 uses 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 compromising social distancing.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing 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 are advised to 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:

You are requested to 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 or 2 households 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 hall 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 are encouraged to bring your own drinks and food where required.

The kitchen has re-opened and 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 Covid-19 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:

For larger events, you will take additional steps to ensure the safety of the public in relation to COVID-19, 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:

You will encourage all those attending your activity to wear a face covering when using confined areas such as toilets and corridors, for the safety of others.

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