

## 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:**

You will be responsible for cleaning surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive, to keep regularly used surfaces clean during your hire, and to clean them again on leaving. Please pay 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.

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 windows and doors open as far as convenient or opened at regular intervals to allow in fresh air. 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 encourage people to avoid close contact with those they do not regularly see as far as possible, that they observe any one-way system within the premises, and as far as possible observe measures such as face coverings when using more confined areas e.g., moving and stowing equipment, accessing toilets. You will ask people to 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 avoid any persons likely to be clinically extremely vulnerable to COVID-19 coming into close contact with other people they do not know, ensuring they can access the toilets or other confined areas without compromising social distancing, and that face coverings are used in their proximity.

**SC8:**

You are asked to arrange the room as far as possible so as to avoid close contact between people who do not regularly see each other, such as: seating side by side rather than face-to-face, an empty chair between each person or household group, requiring face coverings, good ventilation. If tables are being used for a meeting a wide U-shape is advisable.

**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 centre entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the centre'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. If food or drink is being served or made on a DIY basis (as distinct to a water bottle used during exercise) it should if possible be consumed while seated.

**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](mailto:clerk@alcester-tc.gov.uk) as soon as possible.**

**SC14:**

For events with more than 30 people (Hertford Room) and 25 people (Depot), 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:**

All those attending your activity must wear a face covering unless an exemption or other government guidance applies to the activity (eg dancing, taking exercise). A face covering is not required when people are eating or drinking but they should be seated. All those attending your activity must wear a face covering when using confined areas such as toilets and corridors, for the safety of others.