

ATC- EPCC

Special Conditions of Hire during COVID-19- February 2022

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

Whilst the Government signalled the ending of Covid restrictions from 24 February 2022, you are asked to observe the following requirements in order that more vulnerable people feel safe using this centre.

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.

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 make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they are unwell or anyone in their household has had COVID-19 symptoms in the last 48 hours, or if still in their self-isolation period following a positive test. If they develop symptoms within 5 days of visiting the premises they should be encouraged to carry out a COVID-19 test and notify NHS test and trace if the result is positive.

SC4:

You will be responsible for regular cleaning of frequently used surfaces during your hire, paying particular attention to equipment such as tables, wash hand basins and kitchen sinks, using either the products supplied or ordinary domestic products. Please clean surfaces used before leaving.

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

SC5:

You will keep the premises well ventilated throughout your hire. You will be responsible for ensuring all windows and doors are securely closed on leaving.

SC6:

You will encourage social distancing between people who do not have regular contact with each other as far as possible.

SC7:

You will encourage mitigation measures such as face coverings if your event is likely to be busy or crowded and when using confined areas such as toilets and corridors, for the safety of others.

SC8:

You will take particular care to ensure that social distancing (or mitigation such as face coverings) is maintained with any persons likely to be more vulnerable to COVID-19, including for example ensuring they can access the toilets or other confined areas without compromising social distancing.

SC9:

You will arrange the room as far as possible to facilitate social distancing, for example: Seating side by side rather than face-to-face, at least one empty chair between each person or household group. If tables are being used by people from different households a wide U-shape is advisable.

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:

Food or drink should, if possible, be consumed whilst 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:

For events which are likely to be more busy or crowded you will take additional steps for Covid security. For example, operating a booking or queuing system, providing attendants or stewards who seat people, inviting people to use toilets in the interval row by row.

SC14:

In order to avoid risk of aerosol or droplet transmission please avoid people needing to shout or raise their voices to each other, e.g. refrain from playing loud music at a volume which makes normal conversation difficult.

SC15:

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.**