

HOLCOMBE VILLAGE HALL

SUGGESTED GUIDELINES DURING THE COVID-19 PANDEMIC

AFTER 27/01/22

For the time being, in addition to the Standard Conditions of Hire, the following is suggested:

- In accordance with the poster on the entrance door no-one is to enter the hall if they feel unwell.
- Please observe the current Government Guidelines regarding face coverings etc. as well as your own Health and Safety Guidelines and Risk Assessment for the safety of your own group, other groups and the Village Hall staff. Please bear in mind that some of your Group may still wish to use face masks and keep a reasonable distance from others.
- Until we are advised differently the COVID-19 QR Code Posters will still be available in both Halls. If your Group does not utilise this it is suggested that every hirer take responsibility for making a log of those entering the hall for their meeting/class which will include name, address, and daytime telephone number with a view to any follow-up procedure put in place.
- There will be hand sanitizers and face masks at the entrance to each hall for your use for the time being. Please suggest that hands are also washed during your stay.
- It is recommended that there should be maximum air flow in the hall while in use. Please open as many windows and doors as comfortably possible.
- The kitchens are available but if any of your Group/Class make use of anything in the kitchen, please ensure that all items used are properly washed and dried before storing back in the appropriate space and surfaces in the kitchen are clean.
- Please ensure all facilities are left as you would want to find them.
- If any item or equipment, which is stored at the hall, is used it should be cleaned before replacement in the storeroom.
- The Village Hall will not take responsibility for extensive cleaning of tables, chairs, and floors etc. This will be your responsibility as we revert to that being part of the Standard Conditions of Hire that we have always had in place.

PLEASE ENSURE YOU KEEP UP TO DATE WITH ANY GOVERNMENT RESTRICTIONS ETC.