

COVID-19
and
NEWTON AND BYWELL
COMMUNITY HALL

Reopening of newton and Bywell Community hall

Introduction

Village halls are allowed to open and guidance on the steps to take to achieve this have been issued by the Ministry for Housing and Local Government. This document is our interpretation of the information sheet issued by ACRE from the above advice.

The COVID-19 Secure Guidelines provide the 5 key points below and the arrangements to reopen and operate the hall reflect these key points;

- **Minimise contact with individuals who are unwell.** Nobody should attend the premises if they or any member of their household have symptoms or are self isolating. Hirers must be able to provide the contact details of their group members for track and trace purposes.
- **Clean your hands often.** Sanitiser will be provided at entry points and throughout the building.
- **Respiratory hygiene.** Face masks should be worn and tissues and other material binned and disposed of at the end of each booking.
- **Regular cleaning of surfaces that are touched frequently.** It will be the responsibility of the hirer to ensure the surfaces such as door handles, tabletops and toilets are cleaned before and after each booking.
- **Maintain social distancing.** Changes will be made to the flow of attendees and usage of the rooms to enable social distancing and avoid pinch points. Room bookings will be staggered in addition.

The hall has carried out a COVID-19 risk assessment before opening and will provide a sample risk assessment for each group. Each hirer will be given a copy of this document and must agree to the special conditions.

In addition, the hall executive have arranged for the following;

- Informing the hall insurers
- Updated the key security code
- Carried out thorough cleaning of the hall during lockdown and reviewed future cleaning arrangements
- Carried out legionnaires testing
- Updated PAT
- Restarted fire and emergency lighting checks

Covid-19 risk assessment

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Main operational procedure applicable. See next section
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>10,11,15.</p>
<p>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being. Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p>	<p>10,11,15</p>

Car Park/paths/ patio/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	16
Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	1,2,3,4,5,6,8
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers	1,4,8,9

	<p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment. Screen.</p> <p>Window curtains or blinds</p> <p>Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p>before use or by hall cleaning staff.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	
Upholstered seating	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.</p>	<p>Clean metal/plastic parts regularly touched</p>	18

Small meeting room	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes.	1,8,18,19
Kitchen	Social distancing more difficult	Kitchen closed and locked	5

Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	5
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	9
Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Disabled toilet only toilet available. Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.	2

Operating procedures

The following outlines the major changes that will be made during COVID-19

1. Hirers are responsible for the safety of their groups. The hall is run by volunteers and whilst we will be cleaning regularly hirers must ensure the area and equipment they use are clean before and after the hire. The hirer must also brief their group on precautions they must take and as to their conduct.
2. Our ladies and gents toilets are pinch points and we are unable to operate a one out one in system. The toilets will therefore be closed and only the disabled toilet will be available. Users will be encouraged to use the hand sanitiser outside this toilet before and after use.
3. Hand sanitisers will be provided at;
 - a. Main entrance
 - b. French doors from meeting room
 - c. Outside disabled toilet
 - d. Main hall
4. Small bins with disposable bags will be provided in the main hall, meeting room and disabled toilets. These bins are to be emptied by removing the plastic bag at the end of each hire and removing the bags from the premises.
5. The kitchen will be locked. Groups requiring refreshments will need to make their own arrangements. The kitchen will be used to safely store cleaning equipment and sanitising supplies.
6. The existing ladies toilet will become the first aid room and emergency evacuation room.
7. A minimum gap of 45 minutes will be left between bookings to allow the outgoing hirer to clean as appropriate and similarly the incoming hirer. This may mean that users cannot have their usual spot.
8. Hirers must clean before and after each session. In addition to cleaning anything they have brought with them surfaces, tables, door handles, light switches and the toilet must be wiped. Wipes and any rubbish from the users must be placed in the plastic bags in the bins provided.
9. There will be no storage facilities at the hall and users will be asked to remove any items already there, the exception being the table tennis tables.
10. Meeting of executive and contractors before opening
11. Meeting with volunteers prior to their starting work.
12. Meeting room in essence to be treated as a separate facility.
13. ACRE check list to be completed before opening.
14. Subject to finding a volunteer the library will open first to test procedures
15. PPE provided for volunteers
16. COVID-19 signage to be installed eg social distancing signs, use sanitisers, maximum numbers etc
17. Unnecessary equipment eg flip charts, to be put in storage and literature removed.
18. Maximum number of chairs and tables will be left out in both rooms and the remainder will be taped off.

19. The maximum occupancy of the rooms will be:
 - a. Library - 2 plus librarian
 - b. Meeting room – 10
 - c. Main hall – 30 including hirer
20. Should a hirer wish, the main hall emergency exit and patio doors may be used for in/out (by arrangement). Access to the meeting room for groups will always be through the French door.
21. Hand dryers will be switched off and paper towels provided.

Reopening the library

In the past the library was open as long as the hall was open and borrowers would pop in whenever they were at the hall. Under COVID_19 regulations this will no longer be possible as the regulations require us to know who was in, what they did for cleaning purpose, limiting numbers etc. It is therefore proposed that the library reopen as follows.

Preparation

All but one of the tables to be removed. The one remaining would be a medium size one for later when the room is made available for meetings. The computer table will be used next to the French door for sanitisers etc

All but 10 chairs to be removed. It is suggested that 10 is the maximum for social distancing for meetings later on.

All other equipment such as flip charts, screen, computer will be removed and stored.

Hand sanitiser, cleaning fluid, wipes and a bin with a supply of plastic bags will be provided. Two boxes for quarantining books will be needed. Record book for users and books taken.

Operation of the library

A volunteer will be sought to act as “librarian” and will open the library twice a week at times to suit themselves but preferably on a regular basis. Opening times when agreed will be advertised on Newton and Bywell matters, the email list, the parish notice boards and the hall French door.

The librarian will enter the hall through the main door and open up the meeting room door and French door. The main door and meeting room door will then be locked. All borrowers will enter the library through the French doors and be limited to two people at a time to allow safe browsing of the shelves.

The librarian and borrowers must wear masks and use hand sanitiser before browsing the books.

The librarian must record the names and contact numbers of the borrowers, and also the books being taken out.

Returned books must be quarantined for 7 days in the boxes provided before being put back on the shelves.

Upon closing the librarian will wipe down surfaces, door handles, light switches, and the quarantine box that has been used. The waste bin should be emptied using the tied plastic bag and the bag taken home for disposal. They will then leave as they entered ensuring the French door and the room door are locked.

Required notices

- Opening times for notice boards
- French door
 - Opening times for French Door
 - Maximum two borrowers at a time
 - Face masks must be worn
 - Remember social distancing
- Library and Meeting room entrance sign on rail with social distance reminder
- Inside French door – use sanitiser

Special conditions of hire during COVID-19

These conditions are in addition to your existing hire agreement, they do not replace it.

1. You, the hirer will be responsible for ensuring those attending your activity comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the notices in the hall, in particular using the hand sanitiser when entering the hall and after using tissue.
2. You undertake to comply with the actions identified in the hall's operating procedures of which you have been provided with a copy.
3. You will be responsible for cleaning door handles, light switches, equipment, toilet handles and seats, wash basins, and all surfaces likely to be used during your period of hire BEFORE other members of your group arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash handbasins using either the products supplied 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!
4. You will make sure that everyone likely to attend your activity understands that they MUST NOT DO SO if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 day of visiting the premises they must use the test, track and trace system to alert others with whom they have been in contact.
5. You will keep the premises well ventilated throughout your hire, with doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
6. You will ensure that no more than 10 people in the meeting room and 30 in the main hall attend your activity, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observe any one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas. You will make sure that no more than one person will use the toilet at one time. You should encourage use of the sanitiser both before and after use of the toilet.
7. You will take particular care to ensure social distancing is maintained for any persons aged 70 or over or more likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in or out of rooms and ensuring they can access toilets 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.
8. 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 up to two households or 1m with mitigation measures such as: seating side by side with at least one empty chair between each person or family group, rather than face to face, and good ventilation. If tables are being used, you will place them so as to maintain social

distancing across the table between people of different household groups who are face to face.

9. You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. (People are not obliged to provide details)
10. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths by taking this rubbish away with you when you leave the hall.
11. You will make it clear to your group that there are no kitchen facilities and that they should bring their own refreshment – particularly water.
12. We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the special hiring conditions 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 the hire.
13. In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should remove them to the designated safe room which was the ladies toilets. A COVID-19 first aid box is provided. Ask others in the group to provide contact details if not already done and then leave the premises.
14. In order to avoid the risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music at a volume which makes normal conversation difficult.
15. Where an exercise activity takes place, you will organise your activity in accordance with guidance issued by the relevant governing body for your activity.
16. Where a group uses their own equipment, they must not share with others. If you provide the equipment it must be cleaned before and after use. There will be no storage facilities at the hall.

Sample COVID-19 Risk Assessment for hirers of Village and Community Halls

This sample document can be used as a guide to help hirers produce their own COVID-19 risk assessment for use of your hall. We have updated it in the light of it in the light of our own premises. It is intended as a supplement to a group's ordinary Risk Assessment.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	Whilst the hall will be cleaned at regular intervals the hirer must clean before , during and after the hire period.	Can we bring our own equipment?
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing	Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once.	Allow older people time to use toilets without others present. Kitchen not available
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring extra tissues and hand sanitiser. Remember to empty all bins used at end of hire.
Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform booking manager.	

Acceptance of special hire conditions for COVID-19

From

To Newton & Bywell Community Hall

I confirm that I have been given a copy of the Hall's operating procedures for COVID-19 and that I am happy to accept and operate the Special Hire Conditions contained in that document.

I also confirm that I have carried out a risk assessment for my group and a copy of this has been given to the Booking Manager.

Signed

Date