

Duxford Community Centre Special Conditions of Hire during COVID-19

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

SC1:

Hirers will be responsible for ensuring those attending their activity comply with the COVID-19 Secure Guidelines while entering and occupying the hall. They will ensure their attendees read the 'Help Keep Their New Centre Covid-19 Secure' poster in the hirers' information pack, which is also displayed at the hall entrance, in particular the points about using the hand sanitiser supplied when entering the hall and how to dispose of used tissues.

SC2:

Hirers undertake to comply with the actions identified in the hall's risk assessment, a copy of which is provided in the hirers' information pack.

SC3:

Hirers will be responsible for cleaning door handles, light switches, window catches, equipment and all surfaces likely to be used during the period of hire **before** other members of their group or organisation arrive, and **at the end** of their session. Hirers should also keep the premises clean through regular cleaning of surfaces during their hire, paying particular attention to kitchen sinks (if used). Products will be supplied and placed in a clearly accessible location for use when cleaning down DCC equipment and areas.

SC4:

Hirers will make sure that everyone likely to attend their 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 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

SC5:

Hirers will keep the premises well ventilated throughout their hire, with windows and doors open as far as convenient. Hirers will be responsible for ensuring they are all securely closed on leaving. Hirers may use the extractor fans to provide additional air circulation, but the ceiling blow back fans in the main hall must not be used.

SC6:

Hirers will ensure that no more than the number of people within the Covid-19 room capacity agreed on booking attend their activity/event, in order that social distancing can be maintained. Hirers will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes any one-way system within the premises, and, as far as possible, observes social distancing of 1m plus mitigation measures (wearing masks) when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. Hirers will make sure that no more than four people use each suite of toilets off the foyer at one time. If hirers are using the changing room toilets they should ensure only one person uses any toilet area at any time. Ideally, all members of the public entering the building should wear a mask if possible, except when eating and drinking.

SC7:

Hirers 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 others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8:

Hirers 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: wearing masks, seating side by side, with at least one empty chair between each person or household

group, rather than face to face, and good ventilation. If tables are being used, hirers will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

SC9:

Hirers will be responsible for putting a fresh bin bag in the container provided. All rubbish created during their hire, including tissues and cleaning cloths, should be placed in this bin bag. The bag should be carefully tied off at the end of their session, taking care not to expel air from the bag into anyone's face, and hirers are then responsible for disposing of their rubbish, either placing it in the centre's external bins or taking it away with them when they leave the centre to dispose of in their home bin. Under no circumstances should this waste be recycled.

SC10:

During the current time there is to be no preparation of food on the premises, except for that in the Café 19 kitchen. Food to be used at their event, for example a children's party, should arrive plated up. Hirers may bring their own drinks and a kettle in the Community Kitchen may be used outside of cafe opening hours for making hot drinks. Hirers will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. Hirers will bring their 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.

SC11:

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 above are not being complied with, 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 hirers promptly and hirers will not be charged for this hire.

SC12:

Hirers are asked to keep a record of the name and contact telephone number or email of all those who attend their event for a period of 3 weeks after the event and provide the record to NHS Track and Trace if required.

SC13:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall, hirers should remove them to the Covid-19 Isolation Room which is the Second Referee Room in the changing room area at the rear of the building. PPE, clean up tissues and disposal bags are provided in this room, along with instructions for dealing with the situation and disposing of waste. In these circumstances it is vital that hirers ask others in their group to provide contact details if hirers do not already have them and then leave the premises, observing the usual hand sanitising and social distancing precautions. Hirers should advise attendees to launder their clothes when they arrive home. Hirers should arrange for the unwell person to get home or call an ambulance, and inform the DCC on duxfordcommunitycentrecb22@gmail.com.

SC14:

For events with more than 30 people, hirers will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or ticketed entry. Hirers should also provide 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:

Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason hirers 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. Lectures may use the DDC's PA system, which should be booked in advance

at their time of booking.

SC16:

Where a group uses their own equipment:

- Hirers will ask those attending to bring their own equipment and not share it with other members,
- Hirers will ensure that any equipment hirers provide is cleaned before use,
- Hirers will not store any of their group's equipment in Duxford Community Centre's storage cupboards unless this has been agreed as part of their booking.