

CLAPTON & WAYFORD VILLAGE HALL

HELP KEEP THIS HALL COVID-19 SECURE

1. **You must not enter if you or anyone in your household has COVID-19 symptoms.**
2. **If you develop COVID-19 symptoms within 48 hours** of visiting these premises alert NHS Test and Trace. Inform one of two hall trustees: Frank Freeman (07956 616567) or Julia Borland (01460 72769), **and** alert the organiser of the activity you attended. You must seek a COVID-19 antigen test.
3. **Maintain 2 metres social distancing as far as possible:** please observe the one-way system marked.
4. **Use the hand sanitiser provided** on entering the premises. Clean your hands often. Additional hand sanitiser dispensers are situated around the premises. Soap and paper towels are also provided in the cloakrooms.
5. **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
6. **Face coverings MUST be worn** unless an exemption applies to a person (e.g. for health reasons, those aged under 11), or a person has a reasonable excuse not to wear a face covering (e.g. when taking part in an activity to which an exemption applies). This is a legal requirement.
7. **“Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the three Covid rubbish bins provided (by the main entrance & by each of the fire exits). Then wash your hands.
8. **Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks, taps & surfaces etc before you arrived.** Keep them clean. Cleaning must be repeated at the **end of each hire** by the group organiser. The trustees cannot clean all surfaces at the hall between each hire.
9. **Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
10. **Keep the hall well ventilated. Close doors and windows on leaving.**
11. **Wash your clothes when you get home** to reduce risk of transmission.