**TOLLESHUNT D’ARCY VILLAGE HALL**

**HELP KEEP THIS HALL COVID SECURE**

**NOTICE TO ALL VILLAGE HALL USERS**

1. **You must NOT enter if you or anyone in your household has Covid 19 symptoms.**
2. **Maintain social distancing as far as possible from anyone you do not have regular contact with; wear face masks and socially distance if extremely vulnerable people or NON vaccinated people are in the hall or in close contact within the hall, or at a busy or crowded event**
3. **“Catch it, Bin it, Kill it”. Tissues and wipes should be disposed of in one of the plastic sacks available and taken away with you when you leave the hall.**
4. **Frequently wash your hands and/or use hand sanitizers – some hand sanitizers are provided.**
5. **Some antiseptic wipes are provided in the kitchen, but you are advised to bring your own cleaning materials and hand sanitisers.**
6. **If someone becomes unwell with likely Covid, please isolate them to another room and arrange to transport the person home and follow Government Covid advice.**
7. **Keep the hall well ventilated - open windows and doors whenever possible to increase air flow but remember to close them before leaving.**
8. **Clean door handles and frequently touched surfaces before and after use. Do NOT use spray products on light switches or other electrical appliances or installations. CHECK the organisers of your activity have cleaned, door handles, tables, and other surfaces before you arrive.**
9. **Clean surfaces in toilets before and after use and regulate the use of toilets especially if extremely vulnerable people or NON vaccinated people are using the hall.**
10. **Tea towels are NOT provided – please bring your own tea towels and take them away when you leave the hall.**
11. **Black plastic sacks are provided for your rubbish. Please put all your rubbish in the sack/s provided and take it away from the hall at the end of the hiring period. This includes paper towels used in the toilet areas.**
12. **The stage is ‘out of bounds’ unless specifically agreed to be used – if the stage is used, surfaces to be cleaned before and after use.**

**Please Note – There are “Special Conditions of Hire during Covid”, which have been developed, in accordance with Government Covid Guidance and the Covid Risk Assessment carried out for the Village Hall, which all hall hirers have to take into account – you will be provided with a copy of the “Special Conditions of Hire during Covid” by the Hall Booking Secretary.**