

North Connel Hall - Covid-19 Guidance for Users

Updated August 2021

From 9th August 2021 there is no longer a legal requirement to keep numbers low, and there is no law about physical distancing. However, virus levels are high and many people do not want to return to spaces that feel unsafe. The Scottish Government are encouraging all organisations to consider good practice to reduce the risk of transmission.

Visit our website to make contact regarding bookings: <http://www.northconnelhall.org.uk/contact/>

The first step to ensure Covid-19 safety is a health and safety risk assessment. The assessment must:

- identify what activities might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

These Key Guidelines for Covid-19 Security should be followed for good practice:

- Clean your hands often: Sanitiser is provided at the entry porch; running water, soap and paper towels and hot air driers in toilets and kitchens.
- Respiratory hygiene: Everyone needs to be encouraged to avoid touching their mouths, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned.
- Regular cleaning of surfaces that are touched frequently: including door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces. Cleaning products are provided.
- Children over 12 years old and adults should wear masks, unless a valid health reason exists to prevent this.
- Ensuring there is maximum ventilation within indoor spaces.
- Minimise contact with individuals who are unwell: Nobody should attend the premises if they have symptoms or are self-isolating due to symptoms in their household.
- Follow the guidelines of your own organisation

The Hall Trustees have carried out a Risk Assessment and have issued the following guidance for users:

Room Capacity – there are no current Covid 19 legal limits but the Trustees have decided, in the interest of safety, to limit numbers in each area as follows (this will be reviewed regularly):

- The Main hall can accommodate a maximum of 50 individuals
- Small Hall maximum number is 15
- Kitchen 2 individuals with masks (see below re use of kitchen)
- Toilets: 2 in main toilet area, 2 in waiting room
- If it is anticipated that a large number will enter/leave the building at one time, then a fire exit should be used to implement a one-way system.
- The corridors are narrow so please do not enter until the area is clear.

Sanitation

All users must sanitize their hands when arriving and leaving using the dispenser in the porch.

Soap and paper towels are provided in the toilets and kitchen for hand washing.

Cleaning

Users are asked to please disinfect door handles, handrails, table-tops, sinks, toilet areas, kitchen surfaces at the end of the booking with the disinfectant provided. The Hall is thoroughly cleaned weekly.

Test and Protect

Hall users are responsible for noting the contact details for their visitors. You should know who is expected in advance and keep records for 21 days, in a secure location to comply with GDPR.

Booking Arrangements

The Booking Secretary, Mrs Elspeth Allan, must be aware each time the hall is occupied. She can be contacted at 01631 710633.

Arrangements in Hall

Seating plans: Hirers should seat or stand people side-to-side, rather than face-to-face, whenever possible. Where possible hirers should encourage people to stay in their household groups to reduce possible transmission.

After use, please wipe tables with disinfectant before putting away.

Ventilation: Keep the hall well ventilated, opening doors (except internal fire doors), windows and fire exit as far as possible, and remember to close them all for security on leaving.

Government guidance asks venues to take steps to avoid people needing to unduly raise their voices to each other, e.g. playing music at loud volume so that normal conversation is difficult, so as to reduce the risk of transmission of the virus from aerosol and droplet transmission. Masks should be worn when singing.

Those attending yoga and pilates should bring their own mats, reducing contact with the floor. Unless there are young children using the hall after yoga or pilates, it is unlikely other hirers will touch the floor. If someone developed Covid-19 symptoms who had recently been at the class, it would then be necessary to consider cleaning the floor or closing the room for 72 hours.

Dispose of all rubbish created during your hire, including tissues and cleaning cloths and place in the bin outside by the shed, unless from a Covid-19 infected person, when it should be kept isolated for 72 hours before placing in the outside bin.

Persons waiting to collect hall users should adhere to social distancing at front of building or remain in vehicle.

Procedures if someone becomes unwell with COVID-19

The committee room of the small hall is designated as the room into which anyone will be moved who becomes unwell with suspected COVID-19 symptoms until transport home or to hospital is available. Tissues and a bowl of warm soapy water for handwashing and paper towels should be provided. Tissues and paper towels should be disposed of into a plastic bag, which is sealed and

placed in a secure place for 72 hours before being disposed of into the general rubbish collection. See Appendix H.

Other people that have attended the same activity should be asked for contact details and then to leave the premises. These details should be provided to NHS Test and Protect if requested. Provision of contact details is not compulsory.

A decontamination clean should be carried out in those parts of the premises they have used, in accordance with guidance (see reference section). Disposable PPE equipment including gloves should be disposed of into a sealed, labelled or marked plastic bag and secured for 72 hours before rubbish is collected. The cleaner should launder all personal clothing worn on arrival home.

Appendix 1 Cleaning Schedule

Use disposable apron and gloves. Using a suitable spray cleaner and disposable cloth, wipe all handles and door push panel areas, kitchen surfaces, toilets seats, flush handles, wash hand basins, light switches. Kitchen (blue mop and bucket) and toilet (red mop and bucket) floors should be mopped after use with detergent. Hall floor should be mopped regularly. Note dates of cleaning on the sheet provided and displayed on the notice board. Wash hands thoroughly before and after cleaning.

Appendix 2 Use of Kitchen Facility

Wash hands thoroughly before and after using kitchen facilities.

Maximum of 2 persons in the kitchen area at one time.

Please bring your own tea towels and take away when finished.

If Hall crockery or cutlery is used, it should be washed in soap and water then sterilised in the dishwasher following the instructions.

North Connel Hall Special Conditions of Hire during COVID-19 Pandemic

SC1: You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines above

SC2: You undertake to comply with the actions identified in the hall's risk assessment, with which you have been provided a copy.

SC3: The hall will be clean on your arrival and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products. Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4: You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they have had COVID-19 symptoms in the last 10 days. If they develop symptoms within 10 days of visiting the premises, they **MUST** use the Test and Protect system to alert others with whom they have been in contact.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring all outside doors and windows are securely closed on leaving.

SC6: You will ensure that no more than **50** people attend your activity/event, in order that safe distancing can be maintained. You will ensure that everyone attending maintains safe distancing while waiting to enter the premises, observes the one-way system within the premises. You will make sure that no more than 2 persons use each suite of toilets at one time.

SC7: You will position furniture or the arrangement of the room as far as possible to facilitate safe distancing.

SC8: 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 Test and Protect if required. Records should be kept securely and destroyed after 21 days to conform to GDPR regulations.

SC9: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths.

SC10: You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, and then sterilised in the dishwasher. You will bring your 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, 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 this hire.

SC12: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area in the small committee room. Tissues and a

plastic bag, and a bowl of warm soapy water for handwashing will be provided. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall booking secretary.

SC13: These regulations are subject to change according to Scottish Government current guidance.

Name of Hirer:

Organisation:

Date of hire:

Signature:

Date signed: