



## SUMMARY CHVH AND HIRER : DO AND PROVIDE

Date	Version	Description	Prepared by
23 June 2020	1.1	Checklist clarified	John Clemow
5 <sup>th</sup> July 2020	1.2	Updated following advice from ACRE/CDA received 2 <sup>nd</sup> July.	John Clemow

### CHVH TO DO & PROVIDE

#### Covid-19 Secure instructions

- ◇ Issue Supplementary Conditions of Hire
- ◇ Issue & post notice for users

#### Queue control at entrance

- ◇ Social distance markings

#### Hand sanitizing

- ◇ Hand sanitizing product at front entrance for Main Hall users and at side lobby for Community Room users
- ◇ Waste bins in main hall, kitchen and Community Room, lavatories
- ◇ Paper towel and soap in lavatories

#### Social distancing

- ◇ Engaged/vacant sign on door to toilets

#### Cleaning and disinfecting

- ◇ Define in Supplementary Conditions of hire
- ◇ Bi-weekly clean Tuesdays and Fridays by housekeeper.
- ◇ Require hirers to clean by the end of their session
- ◇ Periodic swab test checks on hirer's cleaning
- ◇ Floor mop with disposable wipes
- ◇ Cleaning checklist

#### Waste disposal

- ◇ Waste bins in Main Hall, kitchen, and toilets

#### PPE

- ◇ PPE for housekeeper only
- ◇ C-19 First Aid kit

### HIRER TO DO & PROVIDE

#### Covid-19 Secure instructions

- Review and book if accepted
- Copy notice to attendees

#### Queue control at entrance

- Manage attendees access

#### Hand sanitizing

- All attendees to use hand sanitising provided
- Bin liners
- Remove and take away bin liner and all paper towel at end of session

#### Social distancing

- Plan activity and layout of space, chairs and tables
- Manage access to restricted spaces – entrance, corridors, toilets, kitchen, storeroom
- Implement one-way system where possible

#### Cleaning and disinfecting

- Review Supplementary Conditions of hire
- Cleaning cloths, paper towel
- Cleaning and disinfectant solution with container and measure to control correct dilution
- Spray dispensers (if required)
- Take away cloths and wash at 60°C+ if to be re-used
- Complete cleaning checklist for each session

#### Waste disposal

- Bin liners
- Remove and take away bin liners and all waste at end of session

#### PPE

- PPE as required