



SUPPLEMENTARY CONDITIONS OF HIRE AND CODE FOR USE

DOCUMENT CONTROL				
date	version	issue	by	approved
19 July 2021	0.1	Issued for trustees review and approval	JAC	CHVH

The removal of the legal restrictions effective from 19th July means that our village hall will **no longer be formally managed as a Covid-19 Secure Facility.**

Currently

- Infection in the population is rising and infecting people who have been vaccinated
- Hospitalization is currently around 1 in 30 of people infected
- “Long Covid” is a serious health syndrome

The government advises that

- all of us are to make our own "informed decisions" and to "behave accordingly with infections increasing".
- the main risk of transmission is in crowded indoor spaces
- track and trace will be a very important measure to monitor and control the spread of infection.

The hall management have prepared this document in this context and with guidance provide by CDA Herts.

Our objective is increase confidence in our hirers and users that sensible precautions will continue to be made by hirers and users of the hall “to live with (but minimise) Covid-19”.

In the text below “should” means guidance, “must” is a requirement which is a condition of hire supplementing the CIO’s standard conditions of hire

- Numbers using the hall

Hirers should limit the numbers attending their event taking into account the space that may be required for their activity – and to maintain appropriate social distancing for events involving physical exercise, dancing and singing which have a greater risk of aerosol spread and especially where alcohol is involved.

Hirers must not allow the number of people to attend that exceeds the number of attendees that management have agreed or as stated in the hire agreement.
- Preparation

Hirers must advise people attending their event that

 - users must** not attend if they or anyone in their household has had COVID-19 symptoms in the last 7 days,
 - users should check in using the NHS Coivid-19 App
 - users must** advise the hirer if they have become infected within 7 days of attending the event with the coronavirus - or any other infectious disease.
- Inspection

If the hirer is concerned about any aspect in the condition of the premises (a photographic record should be made if possible) the hirer should rectify the problem if they are able and report any unsatisfactory condition immediately to John Clemow tel 07803 313 525 or Pam Fox tel 07561 162 855
- Entry and Check in

Hirers should encourage users to check in using the NHS Covid-19 app scanning the QR code displayed in the entrances.

Hirers must make a note of attendees of their event and have contact details.



Users should sanitise their hands on entry to the hall

- 5 Ventilation During use **hirers must** keep the space well ventilated by keeping open the windows - and doors (where practical and safe to do so) - to improve cross ventilation.
- 6 Social distancing and face coverings Hirers should advise attendees to use face coverings and maintain social distancing
 - a. around those who are clinically vulnerable and
 - b. around people have not been vaccinated.
- 7 Kitchen If any utensils in the kitchen are used, **hirers must** ensure that all items are washed in hot soapy water, rinsed in hot water, dried and stowed away. Hirers must bring their own clean tea towels and washing up cloths to reduce risk of contamination between hirers, and take them away.
- 8 Symptoms In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall **hirers must**
 - a. remove the person to the designated safe area which is the disabled WC in the side lobby and arrange for them to be safely removed from the Hall.
 - b. confirm their contact details and the contact details for everyone who attended, 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.
 - c. immediately inform
John Clemow tel 07803 313 525 or
Pam Fox tel 07561 162 855

The most common symptoms (based on Kings College London research and the Zoe Covid-19 app) include

People not vaccinated or one dose

- i. headache
- ii. sore throat
- iii. runny nose
- iv. fever
- v. persistent cough

Fully vaccinated

- i. headache
- ii. runny nose
- iii. sneezing
- iv. sore throat
- v. loss of smell

- 9 Check out **Hirers must** complete the check out form located in the holder in the side lobby and leave the form in the holder marked “completed forms”.
- 10 Suspension The CHVH management retain the right to close the hall if there are safety concerns relating to Covid-19.