



St Chad's Centre Hirer's Guidance From 1 December 2021

Background

The lifting of Covid19 restrictions from Monday 19 July 2021 means that the legal requirement to comply with Covid19 Secure precautions no longer applies. However, the government continue to advise people remain cautious and protect others against the spread of Covid-19.

Initially the trustees retained some restrictions due to very high levels of cases in the Warwick area. Now that these cases have reduced the Trustees have relaxed restrictions further and this guidance reflects this. The Trustees will review this guidance from time to time or if government advice or legal requirements change.

Risk Assessments

Government guidance for the safe use of multi-purpose community facilities has been withdrawn and the Trustees own centre risk assessment has been withdrawn in line with this. Hirers are responsible for ensuring the health and safety of their guests and will need to assess the risk of their activity and decide what precautions they wish to enforce.

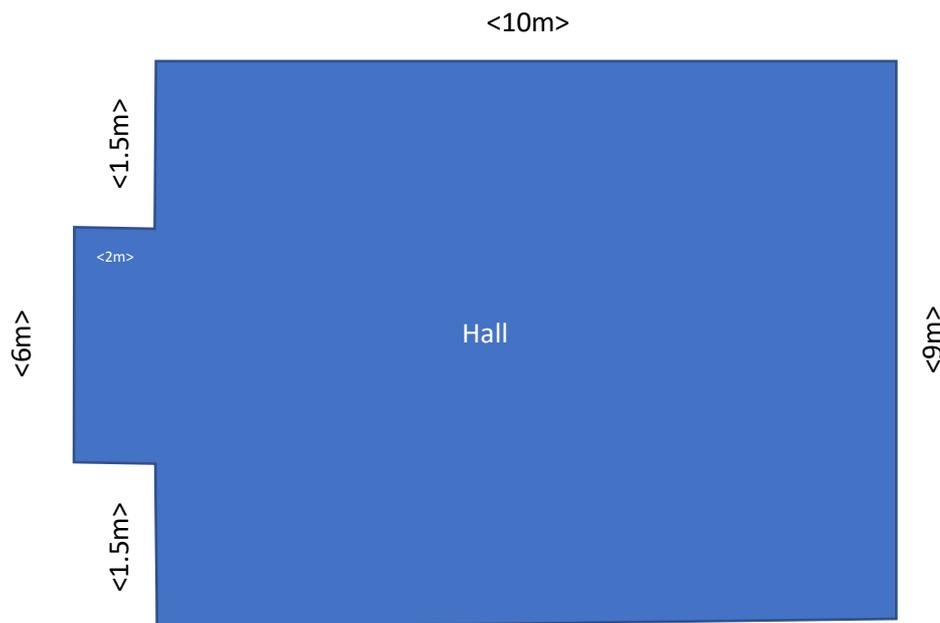
Government regulations and guidance could be reintroduced at short notice and therefore hirers should check beforehand if their activity is still permitted and for any changes in guidance.

Social Distancing and Capacity

The maximum capacity of the hall is 150 people standing or 100 seated (theatre style). Hirers may wish to restrict to lower numbers for the comfort of their guests. Hirers should consider the layout of the event and the type of activity as this may affect capacity. Factors to consider include:

- Access in and out of the hall
- Ventilation for physical activities
- Whether the hirer wishes to observe social distancing

The hall floor has been marked out with 28 stickers at 2m intervals to facilitate social distancing.



Ventilation

Hirers are encouraged to take advantage of warmer weather and open external doors to the hall and/or the roof windows (operated from the switch on the left hand wall of the chair cupboard) to increase ventilation. External doors and ground floor windows should be closed and locked at the end of your hire. A window key is on the keyring in the kitchen. In colder or windier weather it is still recommended to open windows but they do not need to be fully open due to faster exchange of air in these conditions.

One Way System

Stickers have been placed on the floor to indicate a one way system (in through Foyer and out through hall doors). This is optional.

Hygiene

Hirers and guests are encouraged to clean their hands on arrival and departure.

There are touchless hand sanitisers in the hall and the foyer. If turned off, press the grey button underneath for three seconds until a green LED light flashes. Please do not remove the mats on the floor below which are there to protect the floor from the alcohol gel.

The sinks in the kitchen and toilets can also be used for hand washing and there are signs advising on good hand washing practice. The hand dryers can be used.

Any towels or tea towels should be removed by the hirer at the end of their session and machine washed.



Face coverings

Face coverings are currently not mandated but hirers and their guests should consider wearing them if the centre becomes crowded.

Kitchen

2m social distancing is not possible in the kitchen. 1m+ social distancing can be achieved by avoiding more than two people in the kitchen at a time. Face coverings are recommended if preparing or serving food and drinks.



A clear sneeze guard has been installed over the serving hatch leaving a 30cm gap at the bottom to facilitate social distancing between people in the kitchen and the hall.

Noise

Please advise the Trustees when booking if you wish to play music or other entertainment so that appropriate licenses can be obtained.

Isolation

People should not enter the centre if they:

- Exhibit Covid19 symptoms (Fever, persistent cough or loss of taste and smell)
- Have tested positive for Covid19 in the last 7 days
- Have been advised to isolate directly by NHS Test and Trace or a government website advises they should isolate, e.g. having been in close contact with a strain of Covid-19 they have not been fully vaccinated against, or returning from a high risk country

Any person suspected of the above should leave immediately. If they are unable to leave, e.g. waiting for a lift, they should wait outside away from the entrance and exit, e.g. on the paving outside the kitchen. If personal safety or weather conditions do not permit this, then they should isolate in the small room off the foyer.

Cleaning

The centre is cleaned at least once a week reflecting its use.

Bookings are separated by 30 minutes so that hirers can clean touch points (before and after their hire) and to reduce contact between consecutive bookings.

Cleaning liquids and paper towels are in the kitchen and store cupboard off the foyer. Hirers are expected to wipe down the following touch areas as a minimum:

- Internal and external door handles and push plates
- Any light, heating or audio controls used during the session
- Toilet taps
- Toilet flush and seats

If the kitchen has been used then the following areas should also be wiped down:

- Door handles and push plates.
- Kitchen taps
- Fridge and freezer handles
- Oven knobs and handles
- Cupboard handles
- Worktops

Hirers should bring rubbish sacks to take home and dispose of paper towels and any rubbish. Rubbish should not be left in the centre or the churchyard bins.



Test and Trace

It remains important to notify people if they have been in close contact with Covid19. QR codes compatible with the NHS Covid-19 app are displayed in the hall and foyer. Guests may scan these if they have a compatible phone. Alternatively, hirers may record names and contact details of their guests. Guests should be encouraged to register by either method but it is not necessary to use both. Where groups attend then only one person who can contact everyone in their group need register.

Children under 16 should not be asked for their contact details. They can use the NHS Covid-19 app and QR codes as these do not record personal information, or a responsible adult can register on their behalf.

If a hirer becomes aware that someone tests positive for Covid19 within seven days of visiting the centre they should inform the Trustees. The Trustees may inform NHS Test and Trace and other affected hirers.

Covid Pass



For larger events, hirers may wish to check the status of their guests. The NHS Covid app can create international or domestic Covid Passes for those who are fully vaccinated, have taken a negative covid test in the last 72 hours or had a positive Covid-19 test in the previous 150 days.

The domestic Covid Pass can be scanned by the hirer using the NHS Covid Verification app. This can be found by searching for 'Department of Health and Social Care' on the [Apple Store](#) or [Google Play](#).