

# HIGHNAM COMMUNITY CENTRE TRUST

Registered Charity No: 290798

## Post 10<sup>th</sup> December 2021 COVID 19 REGULATIONS GUIDANCE & RECCOMENDATIONS - PLAN'B'

Date of Issue 10<sup>th</sup> December 2021

ON FRIDAY 10<sup>th</sup> DECEMBER 2021 THE UK GOVERNMENT REVISED THE REGULATIONS, (SO CALLED PLAN 'B'). THE AREA THAT AFFECTS VILLAGE HALLS IS REGARDING THE WEARING OF FACE COVERINGS, (MASKS), AND HOW THIS AFFECTS THE USE OF OUR HALLS IS EXPLAINED BELOW. THE TEXT BELOW IS EXTRACTED FROM THE **GOV.UK** WEBSITE, AS IT RELATES TO HCCT PREMISES AND THEREFORE IS MANDATORY BY LAW.

In England, face coverings are now required by law in most indoor public places and on public transport, including taxis – see the 'When to wear a face covering' section below.

Face coverings are not required in hospitality venues where food and drink are consumed, or during exercise, including dancing.

Where a premises or part of a premises is being used for an event where the main activities include eating, drinking and dancing, face coverings are not required. Face coverings must be worn in communal areas of the premises not being used for the event, such as in a hotel lobby when an event is taking place in a conference room.

### WHEN TO WEAR A FACE COVERING

In England, you must wear a face covering in the following indoor settings – **note we are only referring to regulations that apply to Highnam Community Centre Trust – not the law in general:**

- Community centres (including village halls), youth centres, members clubs and social clubs
- You are required to wear a face covering on entering the HCCT premises and must keep it on until you leave unless you are exempt or have a reasonable excuse for removing it.

Settings in which face coverings are required must display signage or take other measures to ensure customers are aware of the requirement to wear a face covering on their premises where there is no applicable exemption or reasonable excuse. **WE WILL BE DISPLAYING SIGNS**

### WHEN YOU DO NOT NEED TO WEAR A FACE COVERING

Face coverings are only legally required in the settings listed in 'When to wear a face covering' section above. Settings which are exempt from wearing a face covering because it would not be practical to do so include:

- Some people, including children under 11, are exempt from having to wear face coverings in any setting. Furthermore, anyone with a health condition or disability, which means they cannot wear a face covering, has a reasonable excuse for not wearing a face covering.
- Face coverings are not legally required in hospitality settings given that they cannot be worn while eating and drinking. They are also not legally required in exercise facilities including gyms, dance studios, swimming pools or leisure centres. This would include cafe facilities on HCCT site and any type of exercise or dance class

**THE TRUSTEES AND MANAGEMENT CONSIDER THAT, DUE TO THE PREVALENCE OF THE COVID VARIANTS CURRENTLY RIFE IN THE POPULATION, AND FOR THE BENEFIT OF THE COMMUNITY AS A WHOLE, IT WOULD BE WISE TO CONTINUE TO OBSERVE CERTAIN AREAS OF THE PROTOCOLS SPECIFIED IN THE SPECIAL COVID 19 TERMS AND CONDITIONS THAT HAVE BEEN IN FORCE SINCE THE RELAXATION ON 19<sup>th</sup> JULY 2021. TO THIS END PLEASE FIND BELOW OUR GUIDANCE AND RECOMMENDATIONS FOR THE FORESEEABLE FUTURE**

**WE ARE NOT ASKING YOU TO SIGN AND ACCEPT THIS DOCUMENT AS A CONDITION OF HIRE, BUT HOPE THAT WILL JOIN WITH US IN OUR EFFORTS TO PROTECT ALL OF OUR USERS AND THE WIDER PUBLIC AS A WHOLE.**

**HOWEVER PLEASE NOTE THE WEARING OF FACE COVERINGS AS DETAILED ABOVE IS A LEGAL REQUIREMENT AND THE RESPONSIBILITY OF COMPLIANCE RESTS WITH YOUR GROUP ORGANISER**

**1:** Hand sanitisers will remain in place at all key points and we would ask all Users to make use these as before

**2:** We recommend you keep a register of all attendees at each event, recording minimum information of name and contact telephone number. Each register to be maintained for a minimum of 21 days from the date of each event. Alternatively users can scan the QR poster available at all entrances using the NHS Track and Trace App.

**3:** Whilst the premises will be cleaned on a daily basis, we will not be able to clean between each hire. We recommend that you clean door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using the products supplied in a Cleaning Caddy located in the kitchen of each hall. Cleaning instructions are detailed on an instruction sheet in the Caddy.

***Please take care cleaning electrical equipment. Use cloths - do not spray!***

**4:** You must make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 10 days, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact. They must also seek a Covid-19 Test. The register of attendees mentioned in **2 above** will be relevant in this case.

**5:** We recommend you keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving. Ensure handles and catches are sanitised.

**6:** Restrictions on hall capacities do not change. Numbers can be checked on the 'Halls' page on the website. You may want to restrict access to the toilets so that no more than one person use each suite of toilets at one time. Each toilet has a **VACANT/ENGAGED** slider sign.

**7:** We still recommend you position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair distance between each person, rather than face to face. If tables are being used, they are best placed so as to maintain a reasonable distance between people who are face to face e.g. using a wide U-shape.

**8:** You will be responsible for the disposal of all waste created during your hire, including tissues and cleaning cloths, in the rubbish bags provided, in the Cleaning Caddy located in the kitchen, before you leave the hall. Any kitchen equipment used must be washed in hot soapy water. We will provide washing up liquid, cloths and tea towels. ***This is any case normal practice in non-Covid times***

**9:** We still 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 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.

**10:** 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 which is the Kitchen in all halls, where they should remain until transferred to home or hospital**. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for hand washing. Ensure you have the contact details of all others in the group as specified in **SC2**, 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 Caretaker immediately on 07737 908521 and/or the Bookings Manager on 07944 218879. Report the incident to NHS TRACK & TRACE

**THESE RECOMMENDATIONS ARE SUPPLIED TO ENSURE OUR HALLS REMAIN COVID 19 FREE AND TO PROTECT YOU THE USERS AND THE COMMUNITY FROM CONTRACTING COVID 19. YOUR COOPERATION IS VERY MUCH APPRECIATED.**