

Dean Court Community Association  
**Special Conditions of Hire during COVID-19**



**Last reviewed: 3 Sept 2020**

**Next review: 14 October 2020**

The hirer will be responsible for ensuring that those attending your activity or event comply with the COVID-19 secure guidelines while entering and occupying the Centre, as shown on the attached poster (also displayed at the Centre entrance and around the building). In particular, using the hand sanitiser supplied when entering the Centre and using tissues.

You undertake to comply with the actions identified in the Centre's risk assessment, of which you have been provided with a copy. There are signs around the Centre to help remind you and those attending your activity or event.

The premises will be cleaned once daily prior to any bookings that day.

You will be responsible for cleaning door handles, light switches, blind pulls, window catches, equipment used (such as tables and chairs), toilet handles and seats, wash basins and taps and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive. You also agree to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash basins and the kitchen sink (if used). Please take care cleaning electrical equipment and light switches - do not spray! You should use the products supplied. ***There is spray cleaning solution and paper towel for this purpose in the Entrance Lobby and in the Orange Room.*** You will be required to clean again when leaving. You will not be charged for the extra time needed for this and we will do our best to stagger bookings.

You will complete the online Cleaning Confirmation Checklist, included with this, as soon as possible after each session and email this to: [deancourtcc@gmail.com](mailto:deancourtcc@gmail.com)

You will make sure that everyone likely to attend your activity or event understands they must not do so if they or anyone in their household has had COVID-19 symptoms in the last seven days.

You will 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.

***You will encourage all those attending your activity to wear a face covering unless an exemption or other Government guidance applies to the activity. A face covering is not required when eating or drinking but they should be seated.***

***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 NHS Track and Trace if required.***

We have had to reduce the capacity in all our rooms to comply with safety.

Listed below are the number of people allowed to use each of the centre rooms, you will ensure that no more than this attend your activity or event, in order that social distancing can be maintained.

Main Hall – 25 people or maximum 30 **people** if some groups are known by you to be in a household bubble

Orange Room – **10** people or maximum **12 people** if some groups are known by you to be in a household bubble

Yellow Room – **maximum 8 people**

Blue Room – **3** people or **maximum 4** people if this includes one group known by you to be in a household bubble.

You will ensure that: everyone attending practises social distancing while waiting to enter the Centre; observes the one-way system within the entrance hall and as far as possible when using more confined areas (for example moving or stowing equipment), which should be kept as brief as possible. Please ensure that no more than two people occupy the Yellow Room corridor at one time. Please ensure that no more than two people occupy the kitchen at one time and wear masks when preparing food and drink for others.

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19. Including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households, or 1m with mitigation measures such as seating side by side (with at least one empty chair between each person or household group) rather than face to face, and good ventilation. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U shape

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the bins provided in each room of the Centre.

Please encourage users to bring their own drinks and food where possible. You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. 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. N.B. The cooker, microwave and dishwasher must not be used until further notice. All food and drink must be removed from the Centre, including the fridge. Anything left will be disposed of with no opportunity to collect it later.

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.

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated isolation area. There will be a clearly labelled chair in the corner of the main entrance hall for this purpose. This chair must not be removed. There will be a COVID-19 First Aid Box under the chair and a bowl for hand washing. 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 one of the emergency contacts for the Centre; this information can be found on the front door of the Centre.

When events with more than 30 people are permitted you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place. For example by operating a booking system or providing attendants or stewards, who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

***Group singing is not permitted at present.***

I agree to the Special Conditions of Hire during COVID-19

Signed

Date

Name (please print)

Organisation