

**- Grayshott Village Hall -**  
**Additional Guidance & Requirements for Users during COVID-19 Pandemic**

To enable the Village Hall to re-open the way in which we operate will have to change. The co-operation and understanding of our users will be essential in helping to ensure the safety of everyone.

It is unlikely that 'business as usual' will be resumed for some considerable time and, as with other public spaces, the Village Hall will be subject to social distancing and additional hygiene measures for the foreseeable future. It may be necessary for some bookings to be relocated to other rooms within the Village Hall and/or for timings to be changed – this will be discussed with hirers.

**This document:**

- Explains the measures being taken by the Village Hall.
- Explains the responsibilities and actions required of users.
- Will be subject to review as and when statutory guidance changes.
- Is supplementary to and forms part of the Village Hall's Standard Conditions of Hire (which are available on our website [www.grayshottvillagehall.co.uk](http://www.grayshottvillagehall.co.uk)).
- Links to additional information are given in [Annexe 3](#)

**Compliance:**

- THE HIRER will be required to ensure that their user group complies with the guidance given in this document and the HALL'S risk assessment.
- By making a booking THE HIRER will be deemed to have accepted these conditions and guidance.
- THE COMMITTEE retains the right to refuse bookings if this guidance is not complied with.
- THE HIRER is responsible for ensuring that their activity/event complies with statutory guidance and if this is not possible due to limitations of the Village Hall the activity/event should not take place.

**Closure:**

- THE COMMITTEE retains the right to close all or part of the Village Hall if:
  - There are safety concerns relating to COVID-19.
  - Public buildings are required to close.

**Test and Trace:**

- User groups must ask everyone attending their activity/event for the following details:
  - The person's name or if there is more than one person the name of the 'lead member' of the group (of up to 6 people) and the number of people in the group.
  - A contact phone number for each person, or for the lead member of a group of people. If a phone number is not available their email address or, if neither are available, their postal address.
  - Date of visit, arrival time and, where possible, departure time.
- or**
  - To check-in using the NHS COVID-19 app in which case their phone screen should be checked to ensure they have successfully checked-in.
  - Village Hall QR code posters are displayed at the entrance to each room or alternatively User groups may apply for their own QR code to cover their activity – see [Maintaining records of staff, customers and visitors to support NHS Test and Trace](#) for further details.
  - If a user chooses to use the QR code to check-in you should not ask for their contact details.
- If someone does not wish to share their details, provides incorrect information or chooses not to scan the NHS QR code

- User groups do not need to refuse entry but should encourage everyone attending their activity/event to share their details or scan the official NHS QR poster in order to support NHS Test and Trace and advise them that this information will only be used where necessary to help stop the spread of COVID-19.
- You do not need to ask for contact details for those under the age of 16.
- User groups must hold records for 21 day after which they must be securely disposed of or deleted.
- Data should be stored to comply with the General Data Protection Regulation.

### Social Distancing/Interaction:

- User groups are responsible for ensuring that social distancing is maintained for all types of activity and that the maximum numbers as identified in [Annexe 1](#) are not exceeded.
- The Village Hall has carried out an assessment of the maximum number of persons that can occupy each of the areas within the Village Hall while observing the 2m social distancing rule. This assessment assumes that each area is devoid of furniture and other equipment (see [Annexe 1](#) at the end of this document). The 'in use' capacity of each room may be much lower and each user group must carry out its own assessment to ensure that 2m social distancing can be maintained taking into account the nature of their activity and any furniture/equipment to be used.
- Where 2m social distancing is not viable '1m with risk mitigation' is acceptable, however user groups will need to:
  - Identify appropriate mitigation(s) depending on the activity taking place (e.g. sitting side-by-side rather than face-to-face, regular hand washing).
  - Provide any additional equipment/PPE required.
- Government guidance strongly advises that activities where there is a significant likelihood of groups mixing and socialising (and where it will be difficult to prevent mingling and therefore breaking the law) should not take place in a community facility. User groups should be confident, therefore, that they will be able to ensure that social distancing is maintained before making a booking.
- **Rule of Six** (See examples in [Annexe 2](#)) – *Please note that this section only applies when Tier 1 (Medium alert) restrictions are in operation. When Tier 2 (High alert) or Tier 3 (Very High alert) restrictions are in operation mixing between different household groups is not permitted and 2m (or 1m with risk mitigation) social distancing must be observed.*

User groups must ensure that the following guidance is observed:

- Community facilities (Village Halls) can host activities/events for more than 6 people in total but no one should visit or socialise in a group of more than 6.
- The regulations allow groups of up to 6 to socialise together at an activity within their group. These do not have to be members of the same household, and a group could be made up of individuals from 6 different households.
- The limit of 6 does not apply to a single household group or support bubble which is more than 6 people, or to members of a "linked household". A "linked household" is one which has been formed from one adult with children with another household. These groups are called "qualifying groups". Government's FAQs advise that venues should continue to accommodate groups larger than 6 who are "qualifying groups".
- Different groups should be separated by 2m (or where not possible 1m with mitigation measures) so that social distancing is maintained between them. People in groups of one, ie individuals, need to be socially distanced from other groups.
- Mingling between different groups (or mixing of groups) is not permitted. The guidance advises that activities where there is significant likelihood of different groups interacting, and therefore breaking the law, should not take place in a community facility.

- At an event, people are advised to limit social interactions with anyone outside the group they attend with as far as possible: They must not mingle or mix. The aim is to limit risk of transmission to small groups.
- Organisers must not place people together in groups of more than 6, unless an exception applies to the event/activity or they are in a “qualifying group”.
- Organisers of activities are not required to enquire about household arrangements or challenge a group of people arriving together, but need to arrange activities so as to avoid mingling between groups.
- The advice to individuals is that they should limit their social interactions with anyone they do not live with. Consequently, if friends attending in a group of 6 or less are from different households they may still require sufficient space for social distancing from others within their group.

#### **Face Coverings:**

- User groups must inform people attending their activity/event that they are required to comply with government guidance on wearing face coverings:
  - Community Centres (Village Halls) are covered by the government guidance ‘[Face coverings: when to wear one, exemptions, and how to make your own](#)’ and consequently face coverings should be worn by users of the Village Hall unless an exemption applies.
  - Where the guidance allows users to remove a face covering to participate in a particular activity (eg a gym class or to eat or drink) face coverings should only be removed while carrying-out the activity and should be worn at all other times unless the individual concerned is subject to a specific exemption (e.g. person with a health or disability reason or who is under 11 years of age).

#### **Types of Event:**

- Some activities will not be possible until statutory restrictions change.
- Some activities are subject to specific constraints - e.g. serving of food and drink must cease by 10pm and be restricted to table service.
- The risks associated with activities that are permitted will vary and must be considered by each user group.
- Specific advice for sport, exercise or dance type activities/events is given below.
- Examples of the categorisation of various types of activity are given in the ACRE Information Sheet ‘Re-opening Village Halls post COVID-19 closure’ which is available on the ACRE website [www.acre.org.uk](http://www.acre.org.uk).
- Guidance changes regularly and users who are unsure whether their proposed activity is permissible should discuss with the Bookings Secretary.

#### **Exercise, Sport and Dance Activities/Events:**

- These events/activities must be carried-out in accordance with government guidance for ‘[Providers of grassroots sport and gym/leisure facilities](#)’. Key points include:
  - Participants should change at home before/after the activity. The toilets or other spaces within the Village Hall should not be used as changing rooms.
  - Online payments/bookings should be used wherever possible to avoid the need to handle cash.
  - Extra care should be taken to ensure that good ventilation is maintained – doors & windows should be opened where possible.
  - Capacity may need to be reduced below that required for basic social distancing (see section 5 of the government guidance which requires 100 sq. ft., 9.3 sq. m, space per person) for example where:
    - High intensity activity takes place (e.g. Zumba).
    - Activity is not static.
    - Equipment is involved.
    - The instructor needs to move between groups of socially distanced people.

- Temporary floor markings are encouraged to define spacing (n.b. chalk or dry-wipe pens should be used, not tape).
- Participants should bring their own equipment such as mats and water bottles.
  - Any shared objects must be cleaned between users.
- 'Usual' social distancing requirements must be observed and where appropriate the number of people each person has contact with should be reduced by using 'fixed teams/partnering' or by creating groups that always work together.
- Social distancing amongst spectators or those waiting to collect participants (e.g. children attending a dancing class) must be maintained and may necessitate waiting in the car-park.
- Instructors operating classes/clubs in several venues must take particular care to avoid the risk of transmission from one class/venue to another and advise the Village Hall of the precautions taken.

### Assessing Risk:

- The Village Hall's COVID-19 risk assessment is available on our website ([www.grayshottvillagehall.co.uk](http://www.grayshottvillagehall.co.uk)) or will be emailed on request.
- Each user group is responsible for ensuring that its activities can be carried out safely and in accordance with Village Hall and statutory requirements (including ensuring social distancing is maintained) and should ensure that the following are observed:
  - The premises should be kept well ventilated by opening windows and doors where practical.
  - Activities that will require people to unduly raise their voices (e.g. the playing of loud music) should be avoided to reduce the risk of spread of the virus from aerosol and droplet transmission.
  - Special consideration should be given where:
    - users are from vulnerable groups or are more than 70 years old (guidance remains these groups should stay at home as much as possible). e.g. it may be necessary to supervise 'pinch-points' (e.g. toilet lobby) to ensure social distancing is maintained.
    - young children may attend as they find social distancing difficult.
  - Chairs should be arranged so that 2m social distancing (or 1m with risk mitigation) can be maintained and that wherever possible people sit side-to-side (rather than face-to-face).
  - Tables should be positioned to ensure that 2m social distancing (or 1m with risk mitigation) can be maintained between people from different household groups, e.g. by arranging in a wide 'U' shape rather than seating people at either side of the table.

### Accessing the Building

You must advise the members of your group to observe the signage throughout the building and ensure that they are aware of the following:

- Users who are unwell and/or exhibiting symptoms of COVID-19 (or if anyone in their household has had COVID-19 symptoms within the last 10 days) **must not** enter the premises.
- Anyone developing symptoms within 48 hours of visiting the premises must apply for an NHS test to initiate the Test and Trace process.
- Back-to-back bookings will no longer be possible.
  - A gap between bookings will be implemented to avoid contact between those arriving and leaving and to facilitate cleaning.
- Early arrival / late vacation will not be permitted
  - Sufficient time must be booked to permit setting up and clearing away.
- Access will not be permitted if the caretaker is cleaning.
- The external approaches have been marked with 2m distance markers.
  - Users should queue accordingly if they are not able to enter the building on arrival.

- Studio
  - Users should enter through the doors at the front of the building and exit through the fire door at the rear of the building.
  - When using the WC users should wait in the main area and not in the WC lobby to ensure social distancing when entering/leaving the WC.
- Main Hall
  - Users should enter through the right-hand set of doors (when looking from the outside) and exit through the left-hand set of doors.
  - Toilets:
    - Maximum of 2 persons in the Ladies and 2 persons in the Gents
    - Users should be encouraged to 'call out' to warn others of their presence when passing through the WC lobby
    - Where necessary users should wait in the main foyer and not in the WC lobby to ensure social distancing when entering/leaving the toilets.
- Small Hall
  - Users should NOT use the kitchen to access the Small Hall unless they are unable to negotiate the steps at the Small Hall entrance.
  - It is recommended that the inner door to the Small Hall entrance be kept open to improve visibility.
  - Users wishing to exit the building should be afforded priority and those wishing to enter should wait outside of the cross-hatched area until it is possible to maintain social distancing when entering.
- Common Room
  - The configuration of the entrance staircase affords poor visibility.
  - Users wishing to exit the building should be afforded priority and those wishing to enter should wait where indicated until it is possible to maintain social distancing when entering.
  - When entering the stairwell (either to ascend or descend) users should be encouraged to 'call out' to warn others of their presence.

## Hygiene

- Alcohol based hand sanitisers are provided throughout the building
  - Users should be encouraged to sanitise their hands on entering the building and at regular intervals.
- Soap, hot water and paper towels are provided in all of the toilets.
- Rubbish should be placed in the bins provided.
- Users should be encouraged to wash clothes after visiting the Village Hall to reduce the risk of transmission.
- The instructions attached to the Village Hall's PA system must be followed to reduce the risk of transmission of COVID-19.

## Cleaning

- The caretaker/cleaner will sanitise frequently touched surfaces during the day however it will not be possible to clean between every booking. A notice in each room advises when it was last cleaned.
- Paper towel roll and cleaning products are provided in each room, you should:
  - Clean any surfaces/equipment that your users are likely touch as part of your activity before your booking commences.
  - Avoid using spray cleaners on electrical equipment.
  - Dispose of the used paper towel in the waste bin provided.
- As it is not practical to clean the fabric chairs hand sanitiser should be used before and after touching chairs (e.g. when setting-out or putting away).
- It is the responsibility of the user to ensure any equipment brought onto the premises is cleaned.

## Refreshments

- You should encourage users to bring their own refreshments (thermos flasks etc.) if possible.
- **Main Kitchen:**
  - Maximum of 2 people permitted.
  - Tea and Coffee making only.
  - Most cupboards will be sealed to prevent access.
  - The dishwasher should be used as tea-towels will not be provided.
- **Studio and Common Room Refreshment areas:**
  - Tea and Coffee making only.
  - Most cupboards will be sealed to prevent access.
  - In the Studio the dishwasher should be used in the Common Room mugs, cutlery etc. should be washed in hot soapy water and dried using the towel roll provided.

## User Becomes Unwell with suspected COVID-19 while on Premises

- The user should be sent home (and told to apply for a test) or to hospital immediately.
- If the user cannot leave the premises immediately they should be taken to the isolation room situated off the Small Hall foyer.
- The group leader should inform:
  - The Caretaker who resides on site (driveway to right-hand side of Village Hall).
  - The Village Hall Booking Secretary
    - 01428 788035
    - [bookings@grayshottvillagehall.co.uk](mailto:bookings@grayshottvillagehall.co.uk)
- Other members of the group should be advised to:
  - Sanitise their hands
  - Leave the building ensuring they have given contact details
  - Launder their clothing when they arrive at home.

## Annexe 1 – Room Capacity & Dimensions

Room	Width	Length	Maximum Capacity*
Main Hall	9.4m	15m	35
Studio	7.5m	11.5m	20
Small Hall	7m	7.8m	14
Common Room	5.3m	8.8m	14
Kitchen	N/A	N/A	2
Toilets – Ladies	N/A	N/A	2
Toilets – Gents	N/A	N/A	2

This assessment assumes that each area is devoid of furniture and other equipment and is based on a social distance of 2m between each person. It may be possible to accommodate higher numbers for some activities where people are able to attend in groups – see section on the [Rule of Six](#). Please contact the Bookings Secretary if you wish to discuss.

The 'in use' capacity of each room may be much lower, especially for Exercise, Sport and Dance Activities/Events, and each user group must carry out its own assessment to ensure that 2m social distancing (or 1m with risk mitigation) can be maintained taking into account the nature of its activity and any furniture/equipment to be used.

\* some events e.g. Sit-down wedding receptions, baptismal events, funeral teas, **theatrical/musical performances** and other similar events are subject to specific limits on numbers. Please contact the Bookings Secretary for the latest restrictions.

## Annexe 2 – Examples of Managing Social Interaction for Groups of up to 6

Please note this is general guidance from Action with Communities in Rural England and is **NOT** specific to Grayshott Village Hall and *only applies when Tier 1 (Medium alert) restrictions are in operation. When Tier 2 (High alert) or Tier 3 (Very High alert) restrictions are in operation mixing between different household groups is not permitted and 2m (or 1m with risk mitigation) social distancing must be observed.*

Activity or Event	Managing groups of 6 or less or “qualifying groups”	Can Face Coverings be removed? (Other exceptions also apply)
Sewing group:	People attend with one or two friends with whom they wish to chat as a group. They do not live together and most people being over 70 they wish to sit socially distanced. Large tables are put out by the organiser. Groups can choose to be side by side 1 - 2m apart at one large table or have individual tables set apart from other groups.	To take refreshments (seated) or if they interfere with the activity. If glasses steam up, they should be removed for safety (sharp scissors, needles).
Quiz:	Most people attend in family or friendship groups. They can be asked to book in advance. Some tables will have groups of 4 – 6 family members closely seated, other groups of up to 6 will need larger tables so friends can sit together but socially distanced. One or two tables may have a larger “qualifying group” closely seated. At the interval remind people not to mingle between groups, especially if children attend who may want to mix with friends. Invite people from each table to use toilets one by one.	To take refreshments, when seated.
Art class:	12 people usually sit socially distanced. Only the instructor moves round the room. They can remain as they are or the class can form groups, e.g. 2 x 6 or 3 x 4. Members of groups would then be able to chat and move within their group during the class and coffee break, but not with other groups. The tutor would still need to interact with each group, with attention to social distancing, but being at work is excepted and does not count towards each group limit.	To take refreshments, when seated. If it would interfere with the activity (e.g. glasses steam up).
Bingo:	Each group needs to be socially distanced from other groups. If people don't book in advance, someone would need to take them to a row of seats or table large enough for their group. They could be separated from other groups by both a 2m wide gangway and the table separating them from those in rows behind or in front.	To take refreshments, when seated.
Public meeting or talk	Seats might be placed in forward facing rows eg on each side of a 2m gangway, each group or individual separated from the next group or individual by empty seats in the row or sitting in a different row. Someone should be available to help seat people so as to achieve social distancing.	To take refreshments, when seated. If it would interfere with the activity e.g. by a speaker. A PA preferable if available.
Wedding reception	Up to 15 (as at 28/9/20) people can attend a wedding and a seated reception without adhering to the group limit of 6. The hirer should be asked if there are people who need to socially distance from others, and the tables set out accordingly.	Not required by the bride and groom. Guests may remove them once seated for the meal.
Coffee morning	People attend to socialise with others, but arrive singly or in pairs, and may not have pre-arranged to sit with (i.e. form a group with) particular people. The organisers may allocate or allow them to join a table of up to 6 and should explain they must not mingle or move to another table.	To take refreshments, when seated.

## Annexe 3 – Additional Information

- [Guidance for the safe use of multi-purpose community facilities](#)
- [Guidance for Providers of grassroots sport and gym/leisure facilities](#)
- [Guidance for Performing Arts](#)
- [Face coverings: when to wear one, exemptions, and how to make your own](#)
- [Maintaining records of staff, customers and visitors to support NHS Test and Trace](#)
- [ACRE Information Sheet – Re-opening Village and Community Halls post COVID-19](#)

1<sup>st</sup> December November 2020