

Waltham on the Wolds Village Hall – Guidance for Users

This is intended to provide some guidance for using the hall in the light of the 'new normal'. Please apply common sense and do not use any unnecessary items in the hall and be considerate of fellow users.

1. **TV and Wi-Fi hub in Harry Hunt room** – please do not use or move these items unless you have booked use of the TV with the Booking Clerk. This is so we know which areas are to be cleaned. The Wi-Fi password is clearly displayed on the wall in the Harry Hunt room
2. **Toilets** – please ask your group to use a one-in-one-out system wherever possible. There are vacant / engaged signs on the doors for this purpose. Please note that you will be responsible for cleaning the toilets after your session; we therefore advise using the disabled toilets to minimise cleaning area.
3. **Kitchen** – please do not use or enter the kitchen unless you have specifically booked this out with the Booking Clerk. Again, this is to prevent the whole kitchen being cleaned unnecessarily
4. **Tea towels** – please supply your own tea towels if using the kitchen. Cloths and cleaning products will be supplied
5. **Rubbish** – please dispose of all rubbish into the appropriate outside bin after each session; do not leave rubbish for other users to clear
6. **Drinks and food** – please encourage your groups to bring their own water and refreshments as the water in the toilets is not drinking water. Where possible, please minimise food
7. **Cleaning materials** – these are located in the cleaning cupboard next to the ladies toilet and are for use by hirers of the hall. Please let us know via the Booking Clerk if you are unable to clean for any reason or the materials are running low. The cleaner will check these daily.
8. **Hand washing and sanitiser** – all hall users are to be encouraged to wash their hands (guidance is provided in the toilets) and / or use the hand sanitiser in the hallway on entry and exit
9. **Social distancing** – please leave a 2 metre gap between users in the hall. We have estimated that the main hall can hold around 40 people socially distanced in this way and the Harry Hunt room can accommodate around 18.
10. **Windows and doors** – if possible, please open the windows and doors in the main hall and Harry Hunt room during your session; this provides additional ventilation in the building and is in line with government guidance. It is important these are all closed / locked upon exit.
11. **Loitering** – please encourage your group to wait in their vehicles if possible; or to wait socially distanced in the car park to allow you to clean before your session. Users should only be allowed to enter no more than 10 minutes before their session and should leave immediately afterwards without loitering in the hall. This is to ensure that different groups do not cross over and everyone has adequate time to clean and prepare for their session.
12. **Store / chair cupboard** – please do not enter the store cupboard at the back of the main hall unless you need access to the equipment and you have informed us of this. If you need to use chairs, we recommend that you use the wooden ones from the Harry Hunt room, which are more easily cleaned than the upholstered ones. These should of course be returned and cleaned after use.
13. **Pre-booking** – please ensure that all participants in your group pre-register with you to avoid over crowding
14. **Vulnerable people** – extra care should be taken over any vulnerable people attending your class, in particular ensuring that social distancing guidance is followed.
15. **Track and trace** – please record contact details of all your group participants in the event that these will be needed to pass on to the Track and Trace system.
16. **Covid Symptoms** – please ensure that all of your group participants are aware that they should not enter the hall if they are displaying any Covid symptoms. If a participant in your group becomes ill whilst at the hall, please either ask them to leave immediately (if they are well enough) or isolate them on the mezzanine and follow the guidance provided.
17. **Upstairs area** – this is out of bounds for all users at the present time, please do not allow any of your group in this area unless you are isolating them with Covid symptoms.