



East Worlington Parish Hall

Re-opening Our Parish Hall

Booking the Hall and Registering Event Attendees. Limit numbers and know who attended with contact details to comply with Test and Trace.	High touch objects that are used by everyone entering the Hall, such as registers and pens, should be avoided. Instead, hirers should book a time and date to access the Hall online. Time slots will control the number of people within, as well as manage the flow of those entering and exiting the building. Where possible, hirers are recommended to register all participants in their activity for Test and Trace; all registers of hirers should be kept for 21 days as per test and trace government guidance.
Avoid congestion / congregation in the car park / outside the Hall	2 Metre markers outside the Hall. Everyday objects such as flowerbeds / benches can also function as social distancing markers, facilitating the guidance and also adding to the community centre's entrance. They can assist in the safe distancing of queues outside the building.
One person to enter building at a time	Signage / Instructions outside Hall giving information about entering and using the Hall.
Face coverings must be worn immediately before entering the Hall and must remain on until exiting the building. Please refer to government guidance for exceptions. This allows for 2m safe distance between people, which ensures 1 metre + guidance can also be maintained at all times.	Signage / instructions to be provided.
On entry sanitize hands in foyer	Provide sanitizer in entrance foyer.
Avoid people crossing over when entering and leaving	One-way system to enter and leave the Hall Enter through main door and leave through kitchen door.
Disinfect / clean all equipment before use and after use	Provide cleaning / disinfection materials.

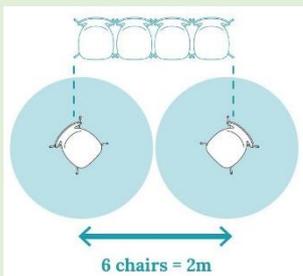
Accessing storeroom and moving equipment

Prepare before attendees arrive. Clean / disinfect door handles before and after use. Minimise need for more than one person to access storeroom at a time. Apply social distancing requirement. Always wear a mask. Always clean equipment.

Chairs and Tables

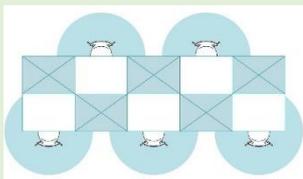
Always use chairs and tables that are easiest to clean.

**Using the Hall – Activities
One to One**



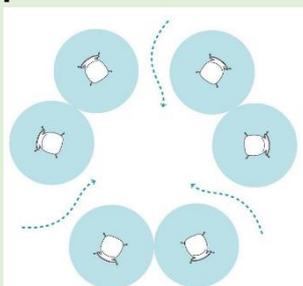
A useful rule of thumb is the width of 4 chairs is 2m safe distance.

**Using the Hall – Activities
Formal Meetings**



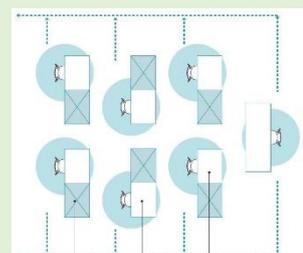
In the case of a formal meeting (eg AGM), avoid face to face arrangements by alternating seats. Sections of the table can be masked off to indicate safe arrangements.

**Using the Hall – Activities
Small Groups**



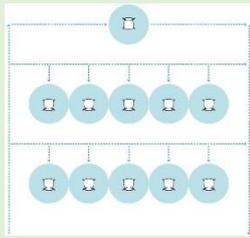
Use circular arrangements to ensure everyone can see each-other, while maintaining safe distancing. Seats should be arranged at safe distances before the meeting, with circulation routes consider to ensure safe passage.

**Using the Hall Activities
Classes**



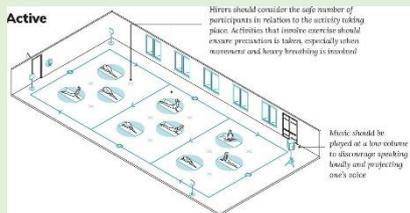
Ensure safe distancing and circulation. Limit capacity of class and have one person per table to ensure any movement of chairs will still maintain safe distancing.

**Using the Hall – Activities
Larger Groups and Performances/
Presentations**



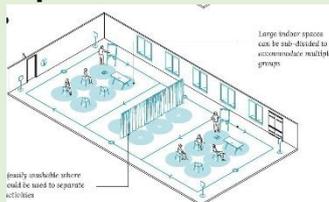
Safe distances should ensure the worker can move around the group, as well as exit the group if necessary. Chairs should be arranged prior to the meeting and consider numbering the chairs to help direct people to seating spaces.

**Using the Hall – Activities
Stationary Exercise Activities e.g. Pilates**



Hirers should consider the safe number of participants in relation to the activity taking place. Activities that involve exercise should ensure precaution is taken, especially when movement and heavy breathing is involved. Masks may be removed during the exercise while retaining social distancing.

**Using the Hall – Activities
Seated Groups**



A variety of seating arrangements should accommodate single persons as well as households.

Using toilets

No queuing in foyer to go to toilet
Sanitize hands before entering toilet
After use, each person to wipe surfaces with disinfectant.

Signage instructions in foyer / entrance to toilets. Provide sanitizer outside toilets. Provide signage / instructions in each toilet to wash hands with soap and warm water for 20 seconds and wipe/disinfect surfaces.

Avoid cross-contamination

Do not share equipment or pass on items used to others. Sanitize hands in Hall.

Provide signage / instructions.
Provide sanitizer in hall.

Stage and steps

Avoid use of stage area if possible. Regularly wipe clean/disinfect handrail on steps if used.

**Sanitize hands on leaving / before leaving
the building**

Provide sanitizer in kitchen.

No use of kitchen for catering

Social distancing cannot be achieved and kitchen door is the exit.

Provide signage / instruction outside and inside kitchen.