

# The Constable Memorial Hall

## COVID-19 Special Terms and Conditions

Exercise Classes, Keep Fit Classes, Dance Classes, Yoga Classes and similar.

Before each session the group leader should carry out the checks and the sanitising of surfaces indicated in Appendix 1.

The MAXIMUM number of adults who can use the Main Hall at any one time is **12 plus 1 instructor**.

Your group leader MUST keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend the event (or a member of any group of up to 6 people who attend together). This will be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster or the group's own NHS QR poster.

Masks or face coverings MUST be worn when entering or leaving the premises. Such coverings should also be worn when not engaged in any activity in the hall. Usual exclusions apply.

When entering or leaving the building, please follow the one-way system indicated on the plan at Appendix 3. There will also be signage around the building. NOTE: For the period of entry to the building, both male and female toilets will be unisex use to enable hand washing to take place. There should be no more than one person in each toilet suite at a time. Only ONE wash hand basin should be used in each suite. This is to enable swift cleaning of the facilities at the end of each session.

Please make sure that you have arrived at the Hall in the clothing you will be wearing for the activity. There are no changing facilities at the hall for which social distance can be securely maintained. Outdoor shoes should be placed in a bag at the sides or front or rear of the hall.

Exiting the building will be via the fire exit on the north side of the hall. There will be a table with sanitizing gel available for use on exit. It is important that users maintain 2 metre social distancing on exiting and wear their face coverings.

At the end of the session it is the responsibility of the group leader to repeat the sanitisation process as carried out at the start of the session.

## Appendix 1 – Specimen agreement for hirers (Activities involving exercise)

### Constable Memorial Hall, East Bergholt Special Conditions of Hire during COVID-19

1. You, [REDACTED], the hirers, will be responsible for ensuring that those attending your activity comply with the COVID-19 Secure Guidelines while entering and occupying the Constable Hall, as shown on the attached poster which is also displayed at the Hall entrance. In particular ....

- adhering to the 2 metre social distancing rule whilst entering the building and throughout the session
- washing hands for at least 20 seconds before the class
- changing out of outdoor shoes in the entrance lobby and
- carrying these and other belongings in a hold-all/shoe-bag to be deposited at a point around the edge of the Hall
- you will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity

2. You will be responsible for keeping and maintaining an attendance register of all participants including their contact details for a period of 3 weeks after the event and provide the record to the Constable Hall Management Committee and to NHS Track and trace if required. Participants with the NHS COVID-19 app installed on their phones can use the dedicated QR code posters situated around the hall and foyer.

3. You will 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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.

4. You will be responsible for cleaning 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 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, using the products supplied or your own ordinary domestic products. **You will be required to repeat this cleaning again on leaving.** NB. Please take care cleaning electrical equipment/light switches. Use cloths - do not spray!

5. You will be responsible for setting out a waste bag and for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, and taking all rubbish away with you when you leave the hall.

6. You will keep the premises as well ventilated as possible throughout your hire. You will be responsible for ensuring that any doors opened are all securely closed on leaving.

7. You will ensure that no more than 12 people (apart from yourself) attend your activity/event, in order that social distancing can be maintained .... unless you lead the class from the stage. In which case the number of participants could be up to 15. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the building. You will make sure that no more than 2 people use the suite of toilets at one time. One in the Gents to wash hands and one in the Ladies to wash hands at the start of your class.

Please understand that :

We 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.

Please note:

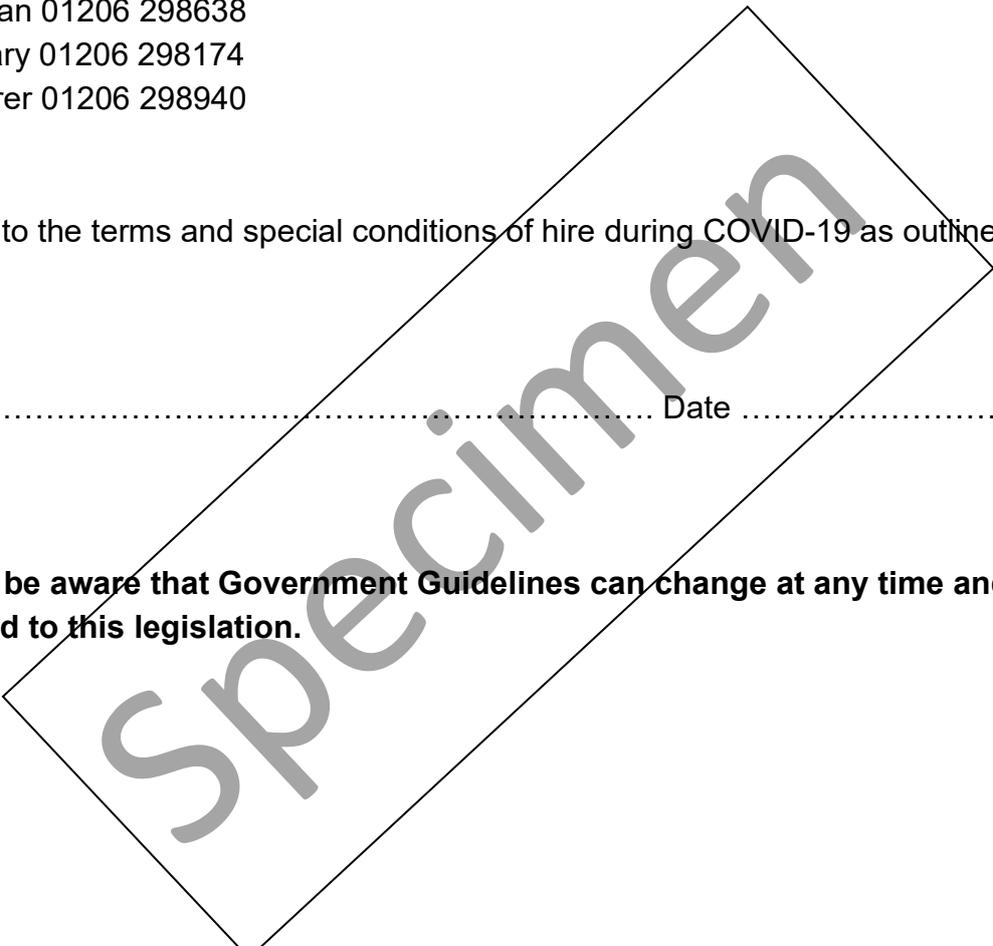
In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is the Committee Room. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact 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 the Constable Hall Management Team.

Chairman 01206 298638  
Secretary 01206 298174  
Treasurer 01206 298940

I agree to the terms and special conditions of hire during COVID-19 as outlined above

Signed ..... Date .....

**Please be aware that Government Guidelines can change at any time and we must, by law, respond to this legislation.**



## **HELP KEEP THE CONSTABLE HALL COVID-19 SECURE**

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
  
- 2. If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert the organiser of the activity you attended and/or the Chairman 01206 298638
  
- 3. Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
  
- 4. Thoroughly wash your hands with soap and water** on entering the premises. Clean your hands often. Soap and paper towels are provided.
  
- 5. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
  
- 6. "Catch it, Bin it, Kill it".** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
  
- 7. Check that the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We do our best but cannot clean all surfaces at the Hall between each hire.
  
- 8. Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
  
- 9. Keep the Hall as well ventilated as possible. Close doors and windows on leaving.**
  
- 10. Wash your clothes when you get home** to reduce risk of transmission.

Many thanks,  
Constable Hall Management Committee

September 2020

