

KINGSCLERE VILLAGE CLUB

KEEPING COVID-19 SAFE INFORMATION FOR HIRERS

Though legal restrictions have been lifted, it is the responsibility of everyone to limit the spread of Covid-19.

First and foremost, anyone who is waiting for a test result, has been told to self-isolate, or has Covid-19 symptoms must not enter the Club.

Please:

- ✓ Include Covid-19 considerations in your risk assessment
- ✓ Arrange the room to maximise the space between people. The Trustees have set a maximum capacity of 45 in the hall. For exercise classes the capacity is 15.
- ✓ Be aware that different activities carry different risks e.g. sitting watching a film is less risky than attending a party with a lot of mixing.
- ✓ Encourage the wearing of face coverings inside the Club, especially when moving around the building or in crowded situations.
- ✓ Sanitise touch points, chairs, tables and other equipment before use.
- ✓ Maximise ventilation by opening windows and doors. There are CO₂ monitors in the hall to provide a guide to air quality.
- ✓ Encourage all attendees to use the hand sanitiser provided.
- ✓ Encourage the use of the QR code (or keep a contact record) on entry. One person from each party attending should be recorded for track and trace purposes.
- ✓ Contact us immediately if someone at your event shows Covid-19 symptoms when on the premises.

The Trustees reserve the right to impose additional hiring conditions depending on the nature of the event.

Any questions? Contact Helen events@kingsclerevillageclub.co.uk or 07887521359